CPM 2013 Project

SC DNR Law Enforcement SCEIS Fiscal Workflow and Instruction Process

February 25, 2013

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SC DNR Law Enforcement

Administrative Coordinator II – Business Manager

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Introduction

I know how it begins and I know how it should end. It is the path and direction to my conclusion that this project is really all about. In November 2009, the South Carolina Department of Natural Resources went live on the financial portion of the South Carolina Enterprise Information System, (SCEIS). The SCEIS system is a SAP based system that allows for wide transparency and web based accessibility. The system is now the official financial program of the State of South Carolina. The SC DNR was one of the few, off site trained agencies to be taught the system. DNR sent approximately 20 staff members to this training, over the course of 3 months to SCEIS headquarters to learn their mapped roles within the system. Fortunately, the majority of these staff members became proficient in their mapped roles. Unfortunately, the agency never pushed any additional roles out to other statewide staff. Therefore, only a handful of staff currently work in the system on a day to day basis. Other members of the staff in Regional Hub offices are completely dependent on a small number of Columbia based staff to provide help, information and requested data. This dependency ties up multiple staff in answering very basic financial questions. My project is to create a process that will allow Regional Law Enforcement staff to access the SCEIS system, to view or inquire information on financial matters in order for them to be able to obtain basic information within the system to meet the needs of the division as well as requests from the general public.

How do we know what we need?

My initial thought when we were informed that we would be doing a term project was on the subject of fiscal workflow and dissimulation. DNR has a great team of financial employees but we are limited by our centralized location and our lack of proactive internal training regarding the SCEIS system. While trying to decide what specifically I wanted to create my project on, I was slightly concerned about statistical information. Data gathering was my biggest anxiety. Before CPM classes, I thought data was just numbers and statistics. I was able to use the, "The Memory Jogger 2", to put my fears and concerns aside and realize that I needed to use the Flowchart, Basic chart or Force Field Analysis to aid me. The main goal of my data is to identify and categorize the needs of my field staff. I had a general idea of what I believed they would want or need to see financially but I created a standard survey[1] and sent it out via email to 3 groups of prospective users. The first group was Business Managers within the SC DNR agency. I felt that this group would be able to clarify and add any topics that I may have missed. The second group was the field administrative staff. This staff will most likely be the front line, active users of the process. The third and final group is the field supervisory staff that would request information for either their own questions or any requests from the general public. In between the time that this initial request was sent out to the focus groups, I created a Flowchart[2] to capture the current method for requesting and dispersing information from field staff to Columbia headquarters. This was necessary to identify the current way that information flows from Regional Hub

[1] Appendices A, Survey Request Letter – Appendices A.1 – Survey: Standard Survey Financial Needs
[2] Appendices B, Flowchart: Vendor Payment – Appendices B.1 – Flowchart Purchase Order Status

locations to Columbia headquarters. It also gave me great insight on how the process should be fashioned.

Codes and Meanings..

What is SCEIS? The South Carolina Enterprise Information System (SCEIS) "is consolidating more than 70 state agencies onto a single, statewide enterprise system, built on SAP software, for finance, materials management and human resources/payroll."[i] The first step to understanding the new SCEIS System is its' use of transaction verbs. Unfortunately these verbs are related to the Germanic language and rarely have any relation to the transaction itself. That being said there will be time that Citrix, SAP, BEX, and ECC will be used in this project. Citrix is the program that accesses SAP and allows for the viewing of all material management, grant and financial documentation. "Citrix is a Market-leading cloud, networking and virtualization technologies that are transforming how people, businesses and IT work and collaborate in the cloud era."[ii] SAP is a German multinational software corporation that makes enterprise software to manage business operations and customer relations.[iii] ECC Production is the core financial application of the system. BEX Analyzer is the reporting application of the system. ECC and BEX are the two components that I will focus on in this project. Within ECC and BEX there are individual transaction verbs that access the requested financial/grant/material management information.

Data and what it means....

The findings of my survey[3] were strong and for the most part confirmed my ideas of what the research group wanted to be able to access. Based upon the focus groups interviewed, only the people with general knowledge of the system were really interested in learning about these features. Some staff was satisfied with their current operations or were openly unknowledgeable about the questions that were asked. That trend in the data led me to believe that only through this process will I be able to confirm my notion that this can and will benefit those employees. I am additionally concerned that this process may not be a benefit to all employees. This concern is related directly to the individual employees' specific knowledge and skill set. Therefore, I realized that I need to amend my goal and create a simple and straightforward process manual to aid the staff in viewing the requested information that they identified in the survey. My focus is on the specific areas of the system that received the highest ratings:

- Purchase Orders,
- Vendor Payment information
- Account expenditures.

These are the 3 areas that have been identified as the most beneficial for Law Enforcement Staff to be able to access and view.

What is the Plan?

First things first, I created a checklist[4] to identify all of the internal/external elements within DNR and SCEIS that I would have to navigate to allow access to the designated

[3] Appendices C – Table Chart: Financial Priorities – Standard Survey Results
[4] Appendices D – Checklist of Roles and Mapping Project Tasks

staff. Once this was completed, I cross-referenced the existing flowchart process for purchase Orders, vendor payment information and account expenditures. At this point, I was able to identify unnecessary and superfluous steps in the current process that could be changed. From this information, I created a new workflow plan that received approval from the DNR SCEIS Liaison. All access in the system is position based and must be approved for clearance by both the SCEIS staff and the DNR internal Liaison. These workflow approvals must be mapped within the SAP – ECC system for the staff to be able to view the transactions. The transactions that will be the focus of this exercise are:

- FBL1N – Vendor Line Item;
- XK03 – Display Vendor: Initial Screen
- FMRP_RW_BUDCON– Budget Consumption Report;
- ME2N – Purchase Orders by PO Number;
- ME2L - Purchase Orders by Vendor Number;

Once this was accomplished, I switched my focus on what additional issues would be encountered and what strategic plan I would need to create in order to get the manual and teaching plan together. I created a project outline[5] to keep my task on course and to clearly recognize what needs to be done from start to finish making this process operational.

[5] Appendices E – Project Deadline and Training Schedule for New Process

Costs, Time, Hindrances and Assets...

While I was reviewing the outline I realized that the project itself was very self contained due to its limited cost to the agency. The only identifiable cost to the agency will be the travel cost for Columbia staff to visit Regional HUB Offices across the state to train field staff. Only a small amount of additional funds will be used for printing materials. All other costs are directly related to computer equipment uses and are therefore null. The timeframe that I have estimated for this assignment should be approximately 6 months after submission of this project. This estimate was generated based upon a schedule that allows for training at a different site monthly. My general plan is to visit a different regional site each month for a one day training session that will allow for one on one interaction and detailed usage. I will leave a detailed manual for reference and have an open door policy for all questions and concerns relating to SCEIS and ECC.

Problems/Holdups

There will be many obstacles and opportunities within this process. Most of these are related to the skill set of the individuals using this knowledge. My plan is to connect these individuals with one another, in order to have them utilize their own strengths to aid each other. Having coworkers who are knowledgeable and open with their skills will further help and aid the integration of these procedures. This will also aid the new process by having the entire staff invested in each other and the success of their common goal. In the article, "Managing the Process, Not The Steps," states that "If they have a strong process management system supporting them and enabling the tasks that they need to complete, they can get the job done effectively."[iv] That is my ultimate goal for this process.

Process Steps and Process Management

While I was in the midst of trying to organize my thoughts for this project, I began researching information of processes. How to start? Where to start? What drives a new process? I learned that …. "process management should drive , but not control, process steps."[v] The article from IBM focused on the good and the bad aspects of process change. This allowed me the upfront knowledge of what obstacles I might confront while constructing this process. It also helped organize my thoughts and steps for outlining the activities that I must complete to accomplish my goal. Based upon the specific guidelines given for process change and process management, I believe that this project highlights some features of Process Managements activities:

- "enabling process steps;
- creating a process design;
- outlining process goals;
- implementing a process management system;
- using strategic planning."[vi]

I used the first feature in stating and planning my purpose and ultimate goal, (process steps). Process steps are the actual tasks that must be completed for the process to work properly. The second feature further enabled me to clearly identify my goals being aware of current capabilities and limitations, (process design). Process Design in my project was all of the workflow and mapped out directions of how work flows through the Law Enforcement Division. This tool allowed me to visualize how the process currently moved in the system and how to improve the route. The third component was the original intent of the project, (process goal). My goal was clear and identifiable before I even began the project. My task of this component was figuring out through survey, interviews and trial and error how to get there. The implementation of the Process Management system portion of the plan is a reporting network of the process. Does it work? How would we know if we succeed or not? Who are the stakeholders? Are the right people involved? Finally, using strategic planning I was able to set up this process individually and ask and receive suggestions and concerns from my fellow Business Managers within the Agency for any changes that may be needed. These elements helped me in focusing and progressing through my project.

Creating the Manual

After I met with the SC DNR SCEIS Liaison, I began planning the construct of the manual. I researched on the SCEIS web page for UPerform tools on the specific transactions that were previously identified. I was able to refer to UPerform[6] for transaction FBL1N. [vii] I was unable to able to create a step by step instruction guide. The manual will be a general introduction for the system as well as a specific transaction operational tool. When attempting to create the flow of the manual, I figured the best way to show the transition from screen to screen was a shot of each. The manual[7] is a screen shot of each click needed to complete a transaction. I have always learned better with visuals, so if I can display the actual step process I assumed that the

[6] Appendices F – UPERFORM: FBL1N Transaction guide
[7] Appendices G – DNR Law Enforcement Fiscal Instruction Manual

flow would make more sense to a novice. I plan to manage this aspect by open door questions/asking session and follow up through a Survey Monkey.

Testing the Plan

I identified a test user to try out the manual and instruction process that I created. My test user is an Administrative Assistant in the Columbia Office that has a knowledgeable computer skill set. She volunteered because she is highly interested in the system and what she can learn to aid her in her job. I printed out 2 copies of the manual and we step by step worked our way through the process. The instruction session was basically a how to get into the system as well as how to navigate. I went over the basic operation of logging into and general navigation of the system. Right off the bat, I realized that there are some fundamental steps that start the process that I needed to include. The downloading of the SCEIS Citrix links and the saving of these links either on the desktop or favorites list of the user's computer. These were small things but if not put in place and referenced, the user cannot begin the application. We continued and I explained the definitions of transaction verbs as well as how to save transactions into a favorites list. After we completed the entire manual, I requested that the user log out of the system and go back in and see what they were able to use. I sat there and watched the test subject enter into the system. I made notes[8] as to what things held them up or what things were easily accomplished. These notes were used to make adjustments to the manual and instruction notes. These are the highlighted observations from the user testing:

[8] Appendices H – Notes with Test User

- The system is not user friendly to the novice user.
- There is a need for additional spreadsheet information for ease of use for the beginning user.
- The test user really appreciated the transparency of all documentation attached to a single transaction and took to the paperless workflow.
- The primary concern of the test user was confidentiality of personal information on the vendor inquiry screens. I was able to put these concerns at ease by showing her the restrictions granted to the user and that she only had display access to this information. I learned that I need to be more in depth with the manual and possibly refocus my previous training to allow for more 1 on 1 training in order to personalize the instruction for each employee. The most important thing I learned from the test subject is the training was the most valuable aspect of the session. She explained that the manual is useful and will come in handy. However, she gained the most knowledge from the personal training time and explanation of the system.

Does it Work?

The manual and the user access to the system seem to be a success. The test user exercise was perfect and allowed me to see what additional things needed to be added to the manual as well as my teaching notes. I do plan to extend my initial training schedule to allow for personalized training for each staff member. I will have to reconfigure my timeline as well as add additional information to the manual. It is my hope that all of the access granted from SCEIS is correct and that all of the staff will be able to get this additional information. We all know there are times when the system has problems but as we encounter them we will place a Help Desk Ticket and move forward. I also may need to put this document into a PowerPoint presentation in order to train additional field staff in the future. My only concern/issues are that I will be unable to test this further with other staff until our scheduled teaching dates. I may send the information ahead of time and ask the designated staff to look over and experiment if they are comfortable with the process.

Summary and Recommendation

The conclusion of the project as well as its success is a few months down the road. I will say that I have worked diligently, attempting to make sure that the manual and the teaching instructions are as detailed and easy to follow as possible. I believe that the success of the project rests with the daily users. It is my hope that I have managed to deliver the information to staff members that they need and have requested since our conversion to SCEIS. I have two ideas on how to see if this project has been successful. First, I plan to create a Survey Monkey[9] inquiry and send it out to the staff that received the individual training. Secondly, I plan on sending an email follow up to the supervisors of the staff I trained to see what, if any benefit they have seen since the instruction on the system. The purpose of this project was to create a resource tool that could aid all staff in the navigation and use of the SAP system. It is my hope that this tool can and will evolve into a larger aid for the SC Department of Natural Resources.

[9] Appendices I – Proposed Survey Monkey

References

[i] http://www.sceis.sc.gov/page.aspx?id=2

[ii] **Citrix** Systems – Powering Mobile Workstyles and Cloud Services.
www.**citrix**.com/

[iii] http://en.wikipedia.org/wiki/SAP_AG

[iv] www.ibm.com/developerworks/library/ar-procsteps, S.E. Slack

[v] www.ibm.com/developerworks/library/ar-procsteps, S.E. Slack

[vi] www.ibm.com/developerworks/library/ar-procsteps, S.E. Slack

[vii] https://uperform.sc.gov/gm/folder-1.11.11454?originalContext=1.11.12436

Captains, Administrative Assistants and fellow Business Managers,

I am in the midst of my Certified Public Manager project and I am requesting that you complete the attached survey. I have previously received requests and suggestions related to the SCEIS system. I have consolidated the listing and needs your help to focus the target area for the project and the LE division's needs.

Again, the topic of my project is: Regional Law Enforcement staff currently has no access to the SCEIS system to view or inquire about financial matters; they must be able to obtain basic financial information within the system to meet the needs of the division as well as requests from the general public.

It is my plan to establish a comprehensive plan/process for the regional staff to be able to have access for general functions within the SAP system.

Please return this Survey to Jessica Clements by Fax: 803-734-7381 or email: clementsj@dnr.sc.gov **, NO LATER THAN OCTOBER 10, 2012.**

Thank you so much for the help and encouragement in this project.

Jessica Clements

Business Manager

SC Dept. Of Natural Resources

Law Enforcement Division

Work: 803-734-4019

Fax: 803-734-7381

SCEIS FISCAL NEEDS IMPORTANCE SCALE SURVEY

Name:	
Region:	
Position Title:	

For each question below, circle the number to the right
that best fits your opinion on the importance of the issue.
Use the scale above to match your opinion.

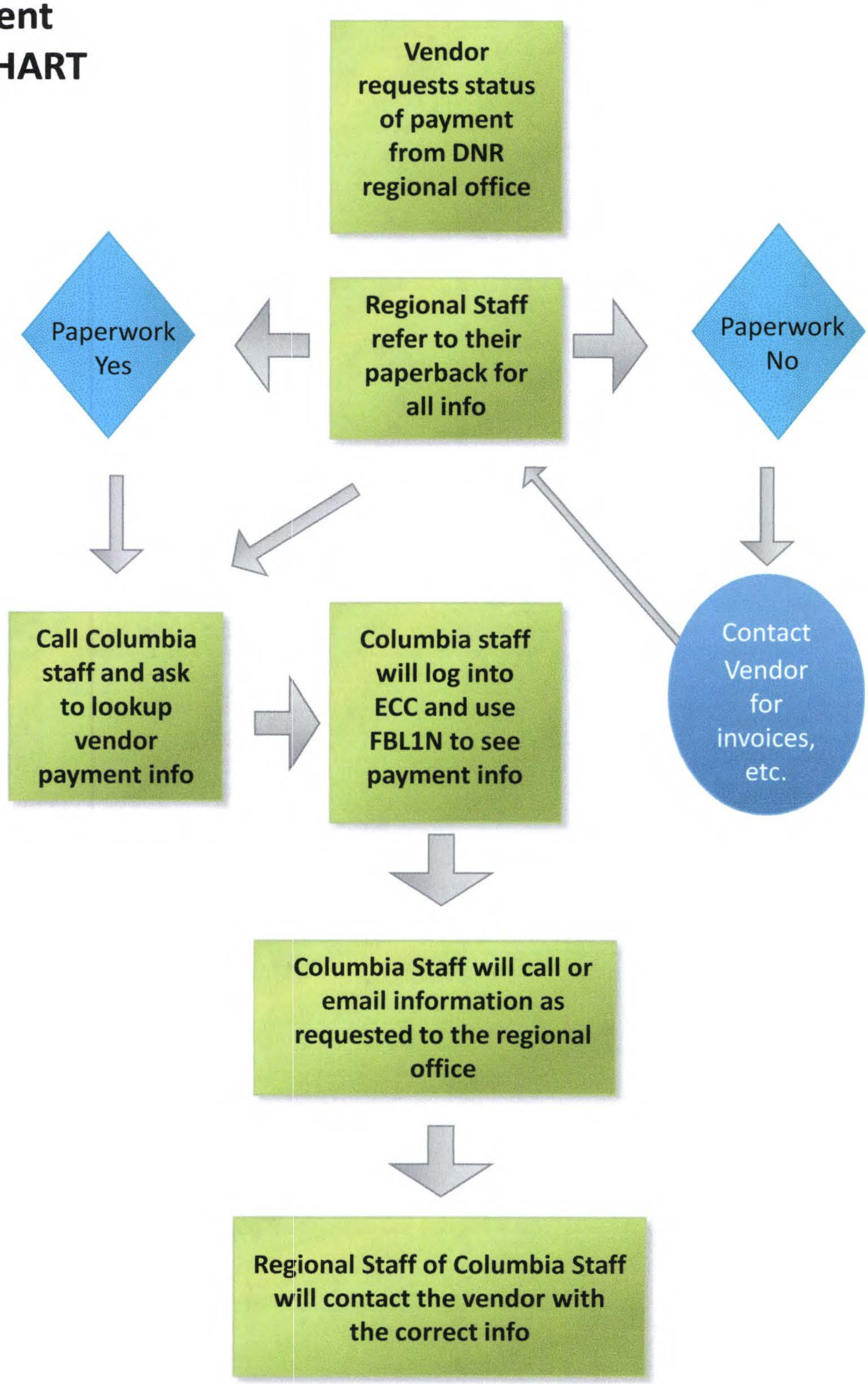
Question	Scale of Importance				
	Not at all	**Not very**	**No Opinion**	**Some-what**	**Extremely**
Would you like to be able to review expenditures by category/account/fund?	1	2	3	4	5
Would you like to see the current status of Purchase Orders within the system?	1	2	3	4	5
Would you like to be able to view daily available balances within specific grants?	1	2	3	4	5
Would you like to view and monitor equipment over periods of time?	1	2	3	4	5
Would you like to be able to see if a Travel Document has been processed?	1	2	3	4	5
Do you ever need to look up a Vendor Number?	1	2	3	4	5
Would it be useful to be able to see a Vendor payment and check number for said payment?	1	2	3	4	5
Do you ever need to see how much business we do with a specific vendor?	1	2	3	4	5
Would you be interested in entering your own purchasing requisitions within the system?	1	2	3	4	5
Do you ever need a financial report?	1	2	3	4	5
Would you be willing to participate in on-site training to learn about SCEIS Procedures?	1	2	3	4	5
How much would the above SCEIS items help you in your daily work activities?	1	2	3	4	5

Add any additional areas of need that you feel need to be accessible within your area.

Please return this Survey to Jessica Clements by Fax: 803-734-7381 or email:
clementsj@dnr.sc.gov , NO LATER THAN OCTOBER 10, 2012.

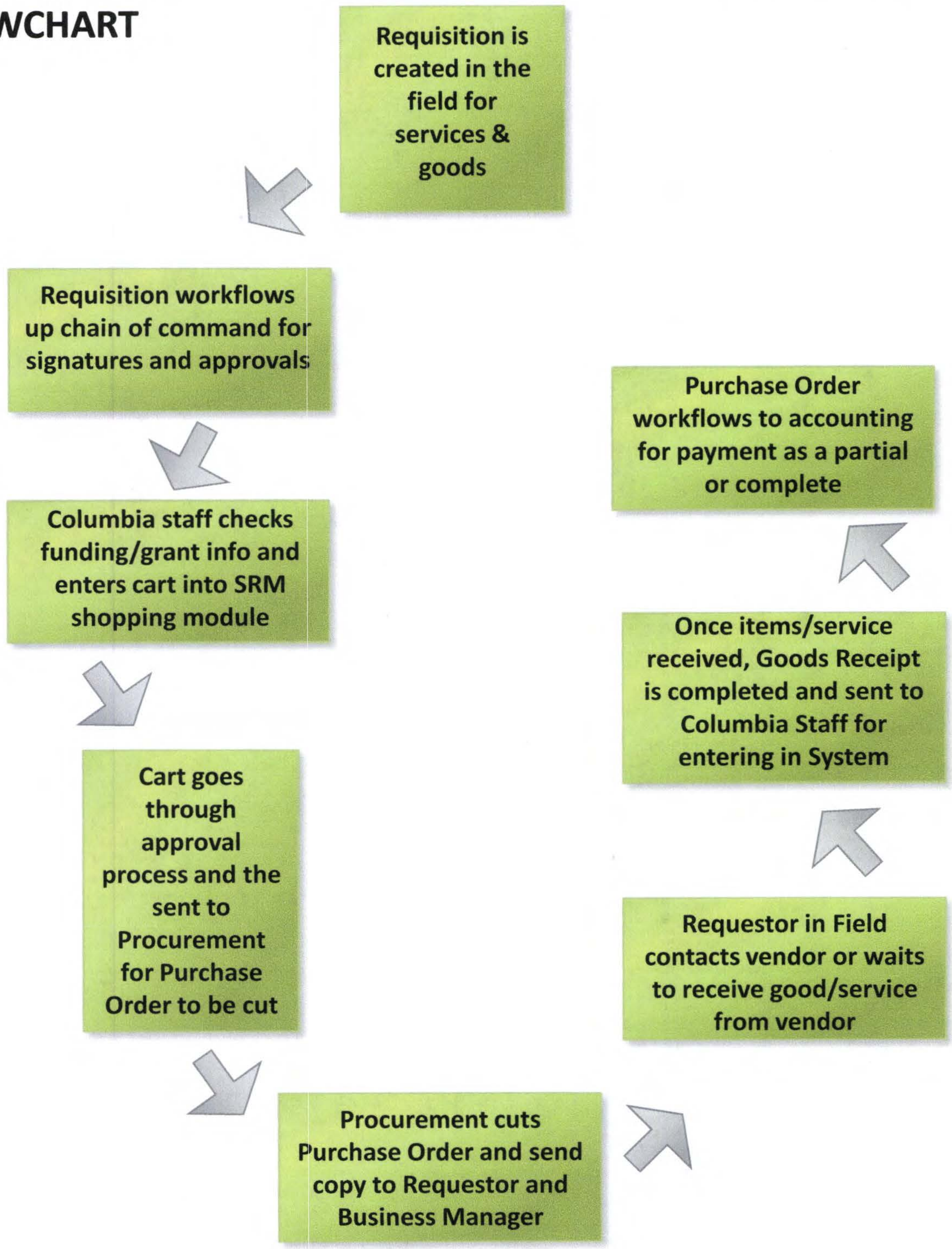
Vendor Payment FLOWCHART

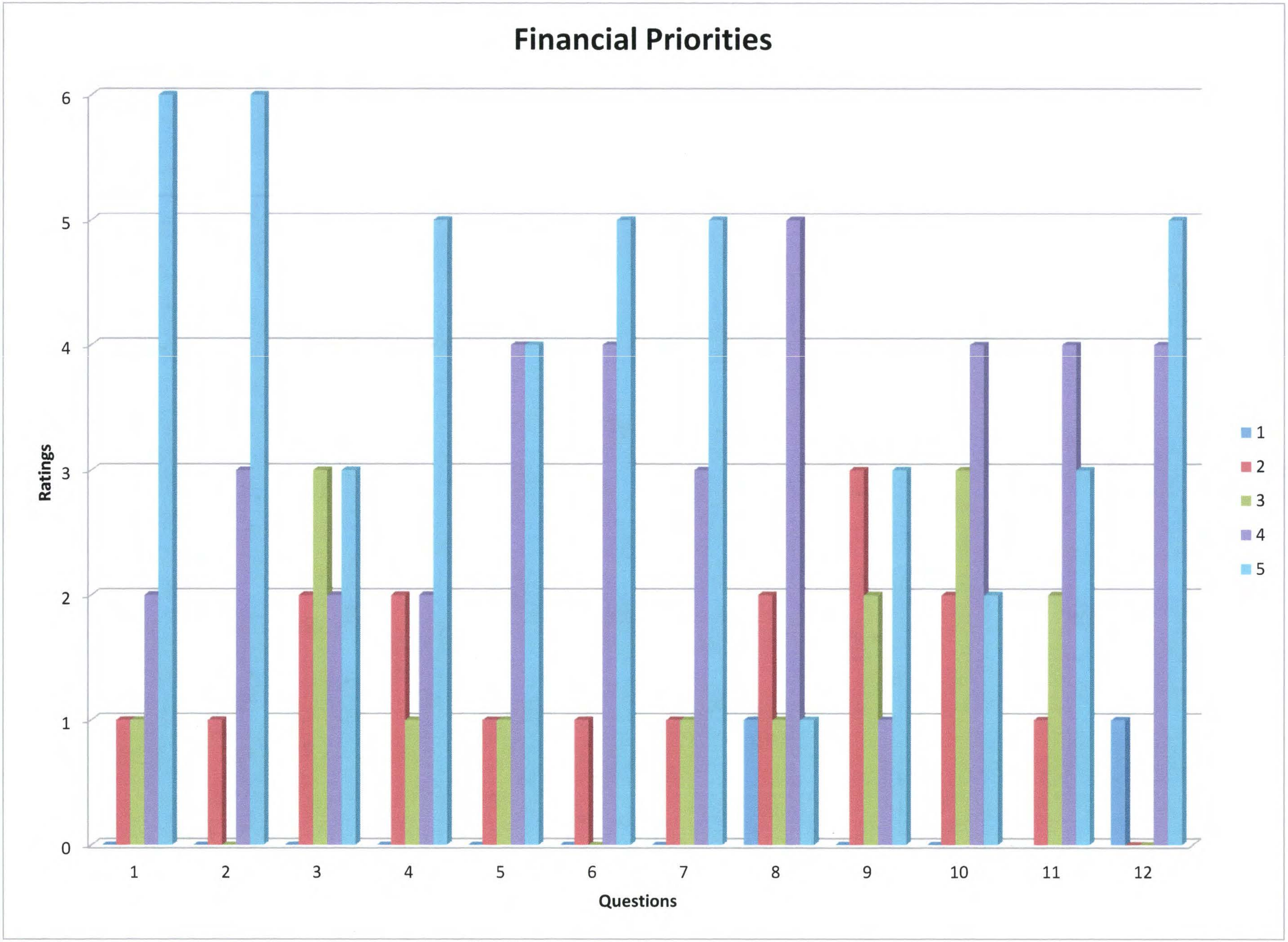
Appendices B



Appendices B.1

Purchase Order FLOWCHART




Financial Priorities
Ratings
0
1
2
3
4
5
6
1
2
3
4
5
6
7
8
9
10
11
12
Questions
1
2
3
4
5

SC DNR Law Enforcement SCEIS Fiscal Workflow

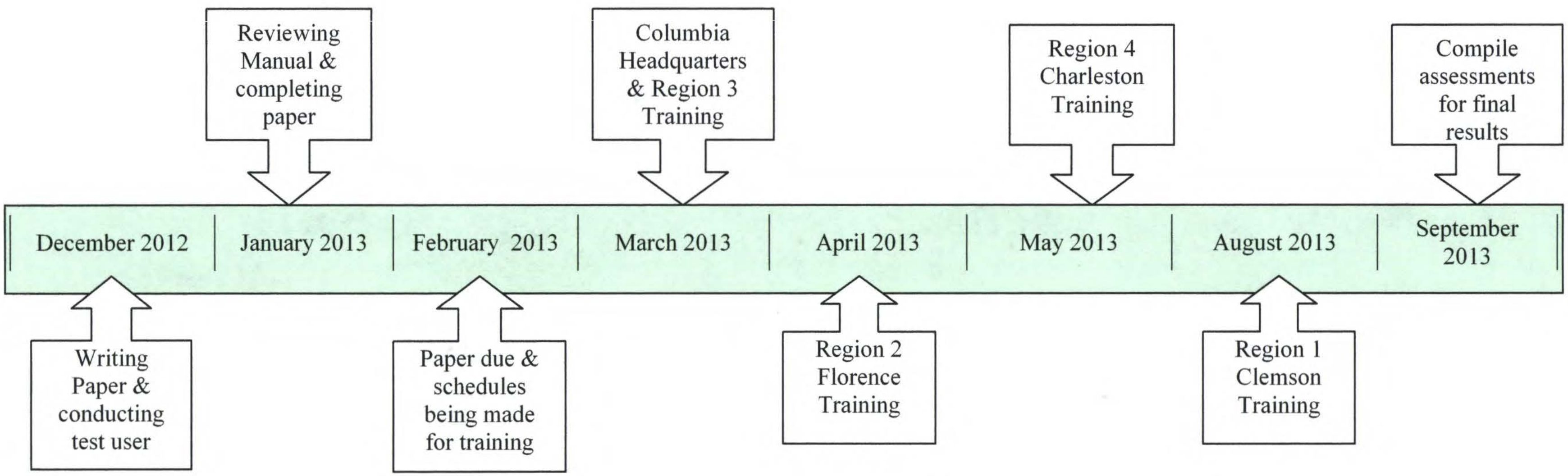
And Instruction Process

Checklist of Roles and Mapping

1. Contact Liaison about the needs and purpose of the process project;
2. Address who needs to be identified and what roles they will possible need within the process;
3. Identify what transaction access needs to be given to said identified employees;
4. Liaison will need to request the changes in mapped roles from SCEIS;
5. Create flowchart as to how the new process will work and flow;
6. Start transaction instructions for each verb and create booklet/manual

Project Deadline & Training Schedule

*****Will Send out email after the training asking about concerns and assessment of the new applications



Appendices F

ASAP BPP (XHTML)

FBL1N Vendor Line Item Display

ASAP BPP

Trigger

This report is used to capture payments to a specific vendor or multiple vendors. You can run this report for:

1. Open Items
2. Cleared Items
3. All Items

Business Process Description Overview
This business process is used when needing to investigate payments to a vendor.

Tips and Tricks

This report is used to capture payments to a specific vendor or multiple vendors. You can run this report for:

1. Open Items
2. Cleared Items
3. All Items

Procedure

1. Start the transaction using the menu path or transaction code.

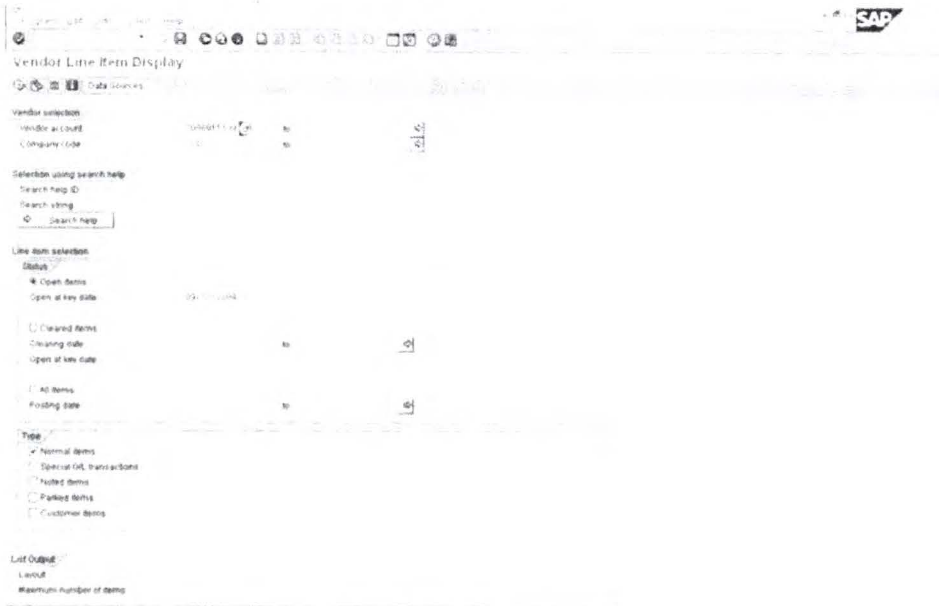
SAP Easy Access

2. As required, complete/review the following fields:

Field	R/O/C	Description
KEYCODE	R	**Example:** FBL1N

3. Click button ✓.

Vendor Line Item Display



4. As required, complete/review the following fields:

Field	R/O/C	Description
Vendor account	R	Account assigned to each vendor. Invoices from the vendor and payments to the vendor are recorded in this account. Each accounts payable account is a sub-ledger account that rolls up to a general ledger reconciliation account. **Example:** 7000000001
to	R	Upper limit of the range to be selected from a list. **Example:** 7000000333

5. Click All items radio button ○ All items

6. Click button .

Result

You have display Vendor payment report.

South Carolina Department of Natural Resources

DNR Law Enforcement Fiscal Instruction Manual

SAP Handbook and Guide

Jessica Clements

2/25/2013

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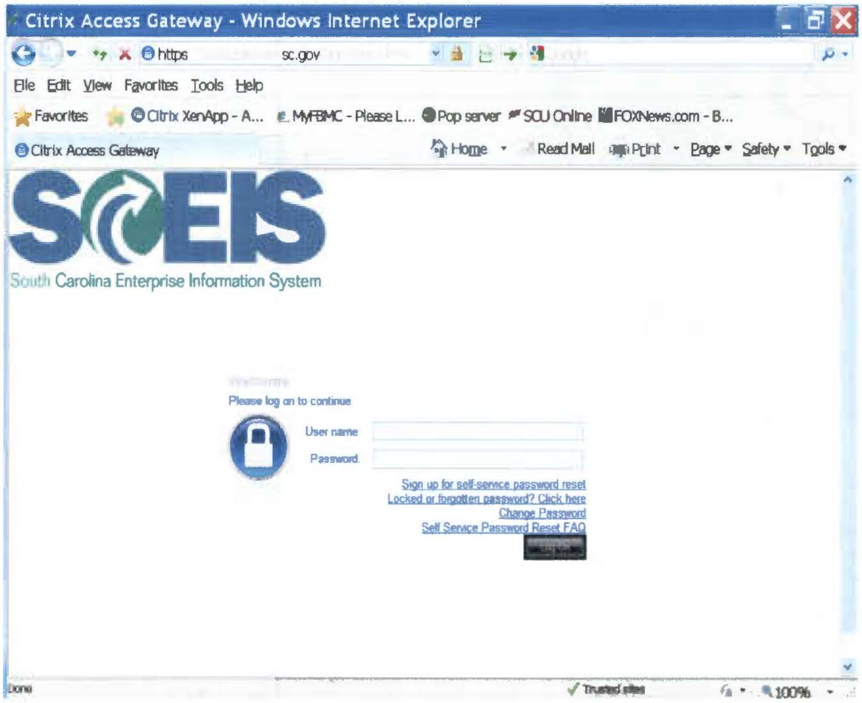
Getting into the System

The first step in this process is the initial log on into the system. The system itself is internet based and therefore requires an internet connection. This is advantageous because it allows the user access at all times and at any location. In order to begin it is necessary to go to the web site: http://www.sceis.sc.gov/, to download the CITRIX log in link. This link can be found under **SCEIS Logins**. See below:

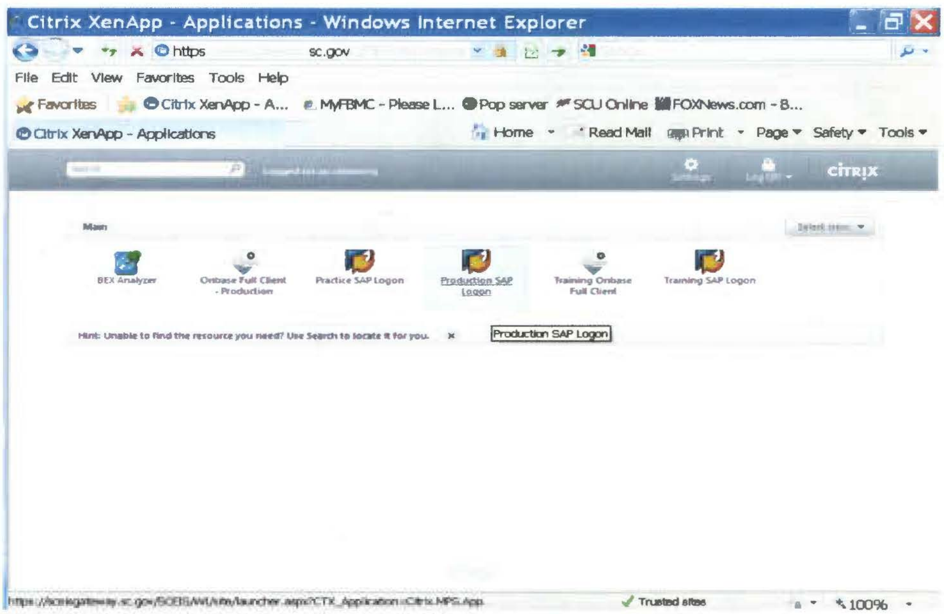
This link will take the user to the following webpage that lists all SCEIS Logins. Click on the second link listed: **Citrix**.

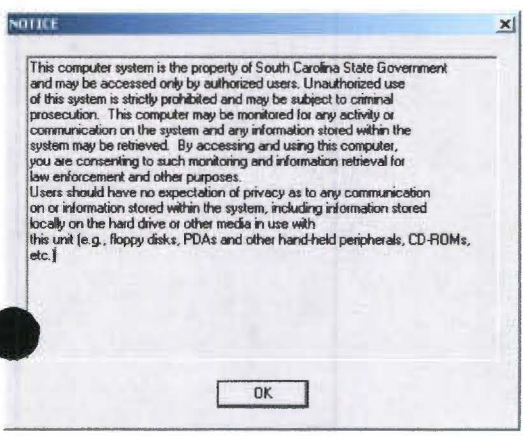
After clicking on the Citrix link you will move to a new screen and will be prompted to enter your user name and password.



Enter this information and you will move to the Applications screen.

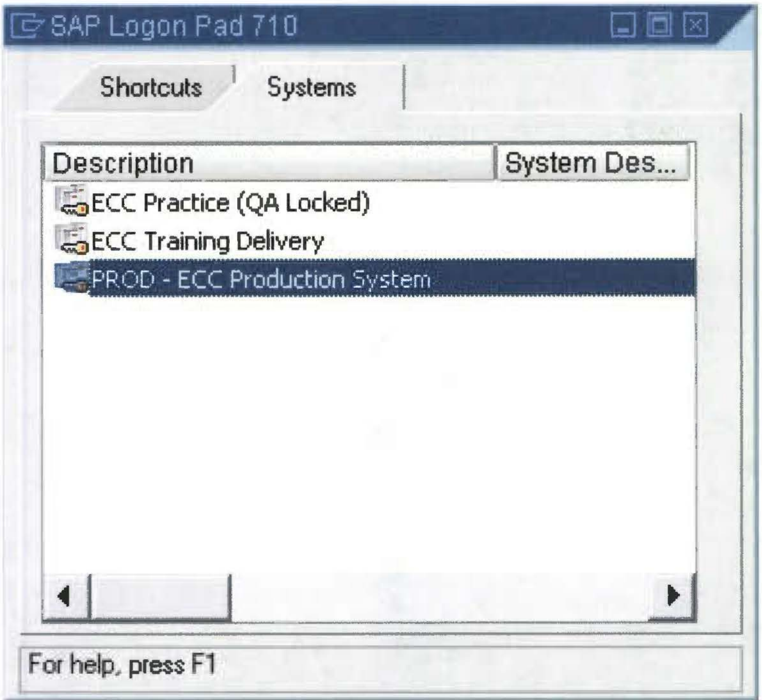
To continue to the SAP system, click on the **Production SAP Logon**.





Once you double click on the Production SAP Logon, another smaller screen will appear. It is requesting an OK click. This prompt is a warning about the use of state computers and possible prosecution if misused. **Click Okay**.

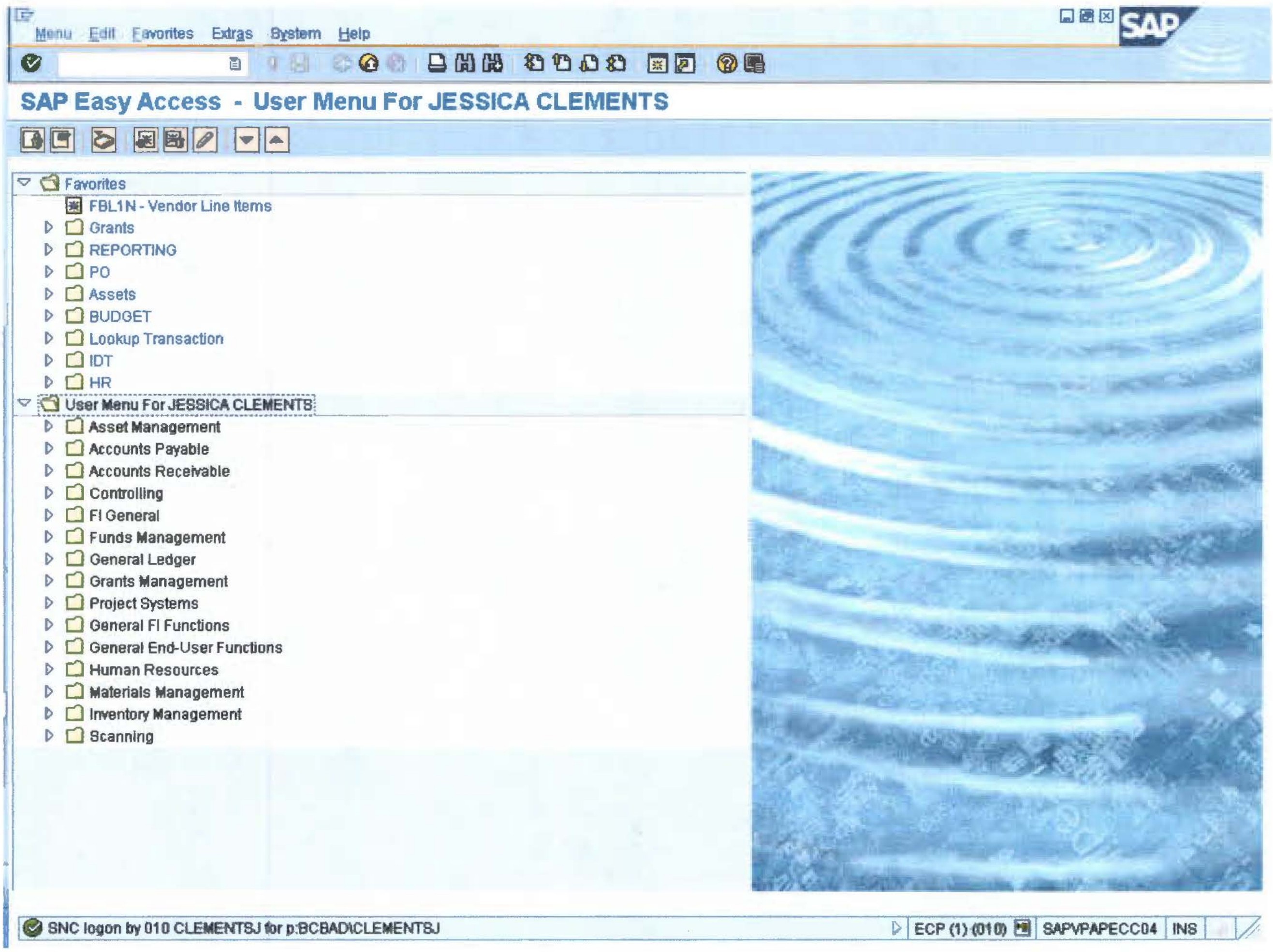
Yet another screen will display, this screen is the SAP Logon PAD screen. It is again requesting that you click on what you want to access. We want the **PROD- ECC Production System.**



Double click.

We have now entered the ECC – SAP System. The SAP Easy Access Main screen is the platform to view/change/inquire everything with the DNR financial. The next section will show you how to move and navigate within the screens of the system.

SAP Easy Access



Here is an example of the SAP Easy Access home screen. This screen has many icons and folders for different transactions. Here is the listing of the most important and used icons in the system.

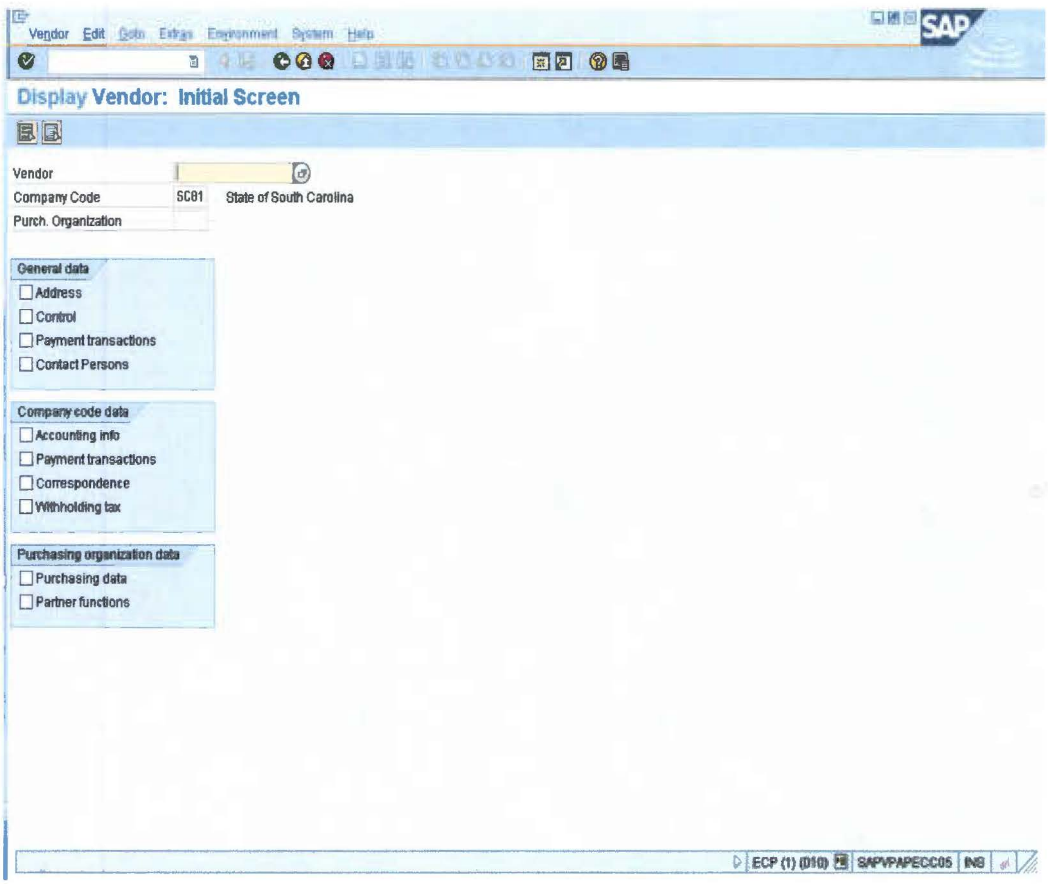
* Green Ball with Check – Basic enter key
* White menu bar – allows typed transaction verb
* Disc – is save feature
* Green ball with arrow – go back previous screen
* Yellow ball with up arrow – Exit function
* Red ball with x – Cancel Transaction
* Printer icon– print
* Screen with asterisk – Creates new session

Transaction Guide

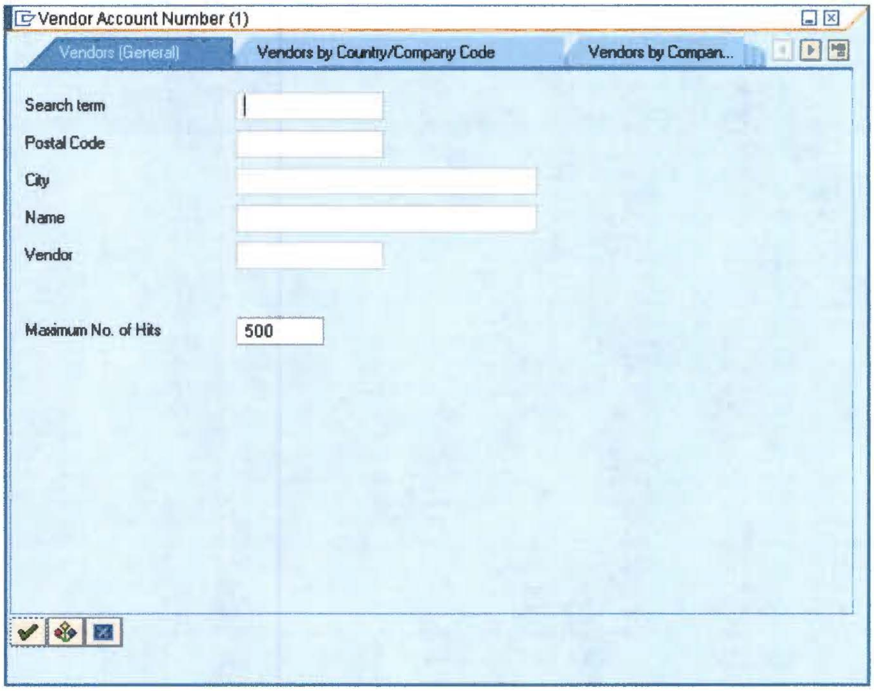
XK03 - Display Vendor – This transaction is used to look up all Vendor information. When using this transaction you are able to lookup a vendor by various means.

Enter the system using Citrix and proceed to the Production SAP Logon;

- Double click on the Prod-ECC Production System icon;
- Once you reach the SAP Easy Access Main page click into the white bar and enter the Transaction Verb: **XK03**. Click the enter button and you will see the screen below;



After reaching this screen you can either look up the vendor information via SCEIS vendor number (7..........) or you can access the search screen by clicking on the bubble. You will then see the below screen that will allow you to randomly search for the vendor using different fields.

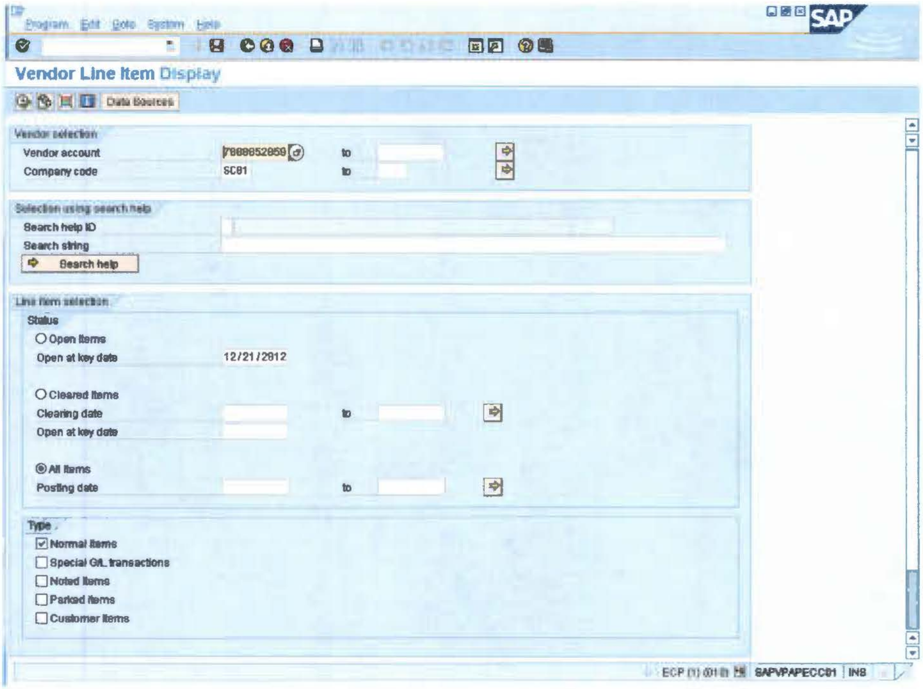


When all of the information is entered, click on the green check icon. The information will then be displayed.

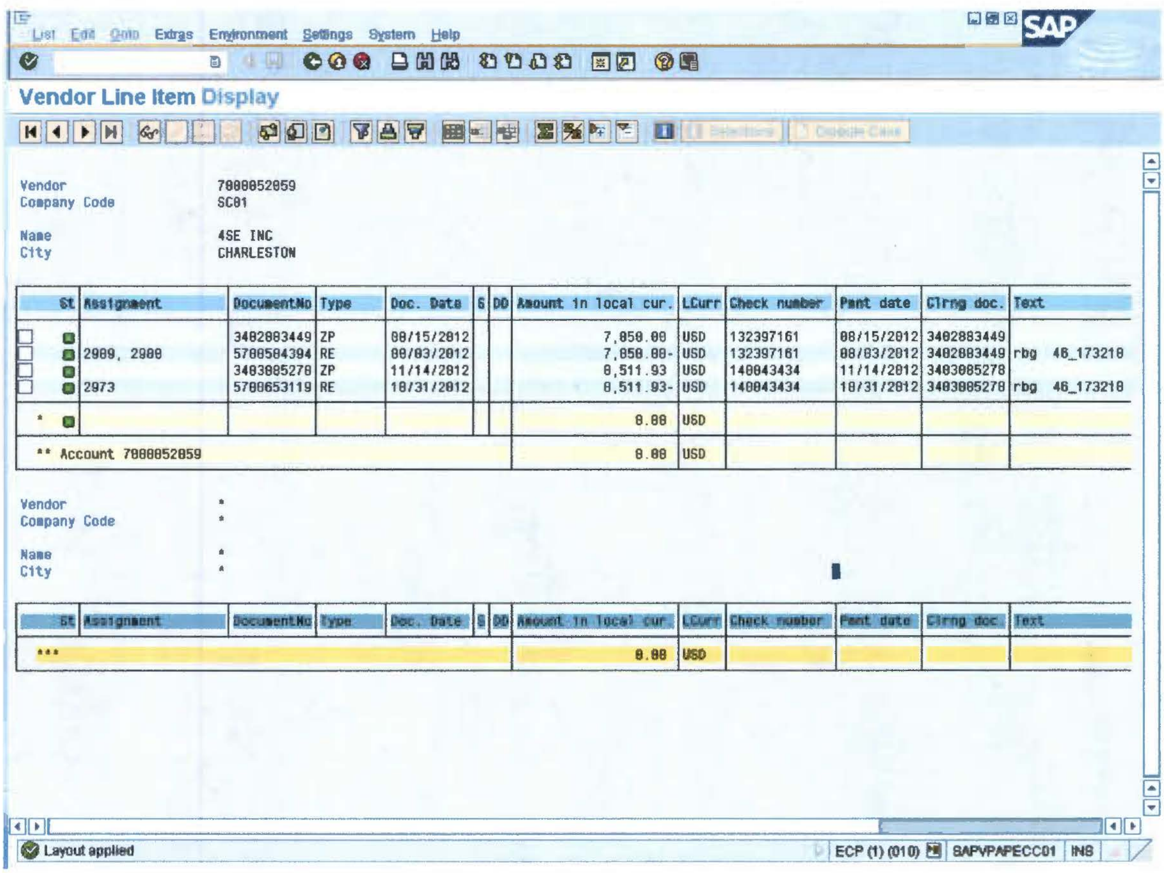
FBL1N - Vendor Line Item – This transaction is used to look up Vendor Payment information. This operation shows all payments that the state of South Carolina has paid to a vendors/staff. So as a user, you will be able to see a cumulative status of all payments to a specific vendor.

Enter the system using Citrix and proceed to the Production SAP Logon;

- Double click on the Prod-ECC Production System icon;
- Once you reach the SAP Easy Access Main page click into the white bar and enter the Transaction Verb: **FBL1N**. Click the enter button and you will see the screen below;
- Enter Vendor Account number into the white block labeled Vendor Account and go to the all items selection mid screen and click the bubble;
- Click on the Clock Icon with the green check. Vendor display screen will follow;
- This may be all of the information that you need, if not and you need additional check information click on the center graph button and a listing of display fields will be available that can custom your needs with a few simple clicks.



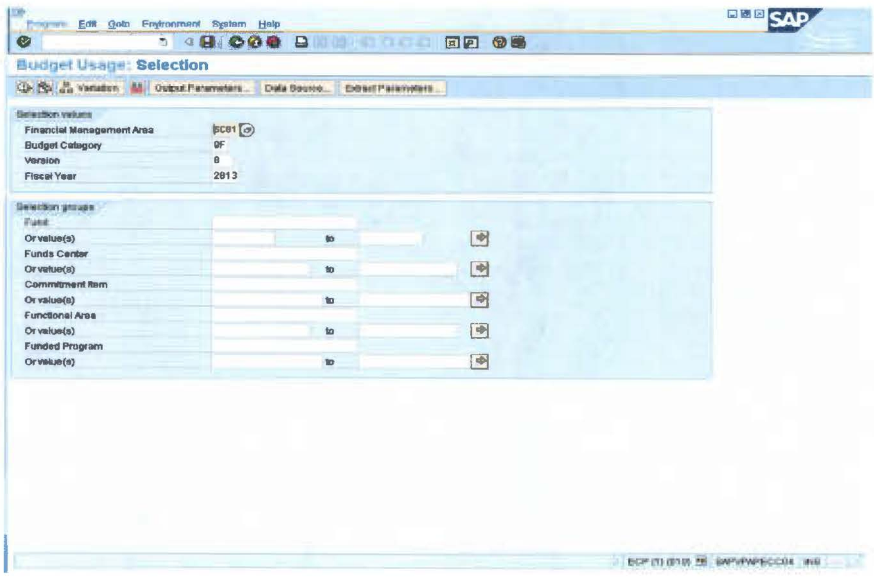
Step 2 – Results - This is all of the requested information about a vendor's payments.

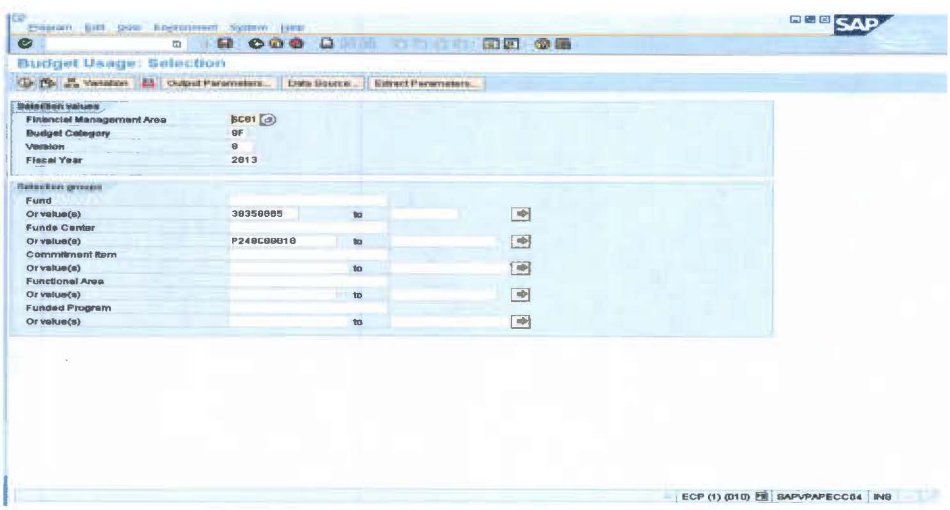


FMRP_RW_BUDCOM – Budget Consumption Report –This transaction is used to show all expenditures from a specific Funded Program, Functional Area and Fund. This report illustrates the breakdown of all charges by GL revenue and expenditure codes and categories.

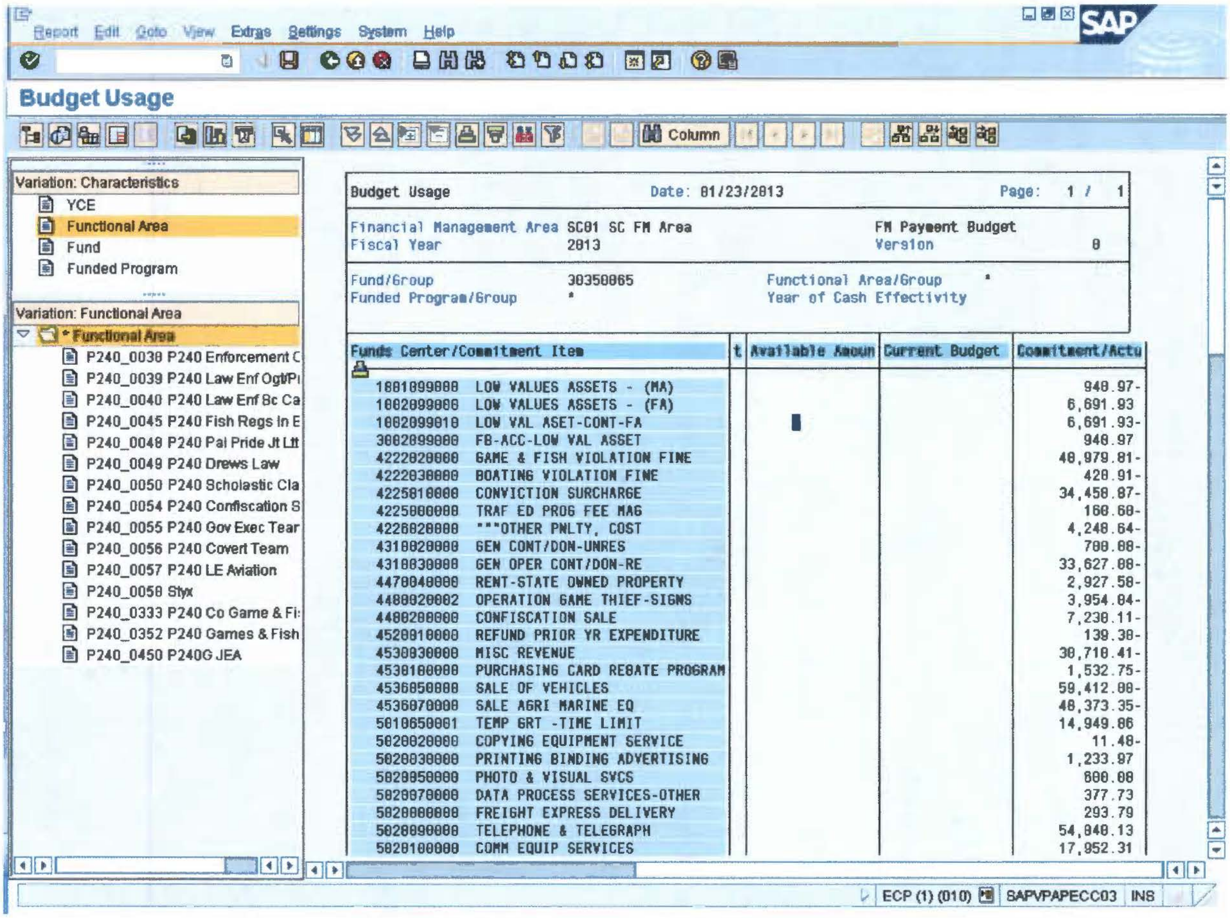
Enter the system using Citrix and proceed to the Production SAP Logon;

- Double click on the Prod-ECC Production System icon;
- Once you reach the SAP Easy Access Main page click into the white bar and enter the Transaction Verb: **FMRP_RW_BUDCOM**. Click the enter button and you will see the screen below;

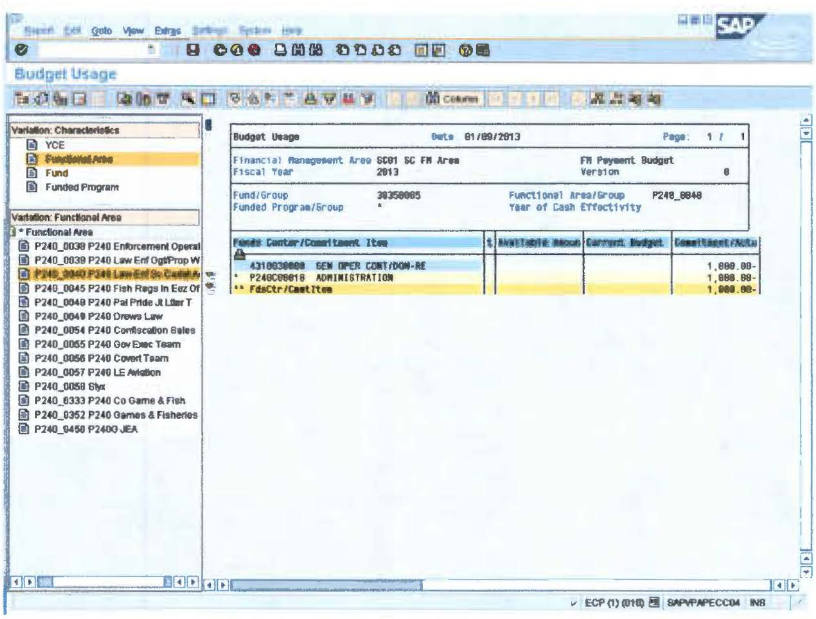




Enter the desired account information to view all expenditures/revenues in the required field. Example: The Fund and Funds Center was entered. When you complete the information, click on Execute button.



The report shows all expenditures for the Funds Center and the specific fund requested. The totals of all categories are identified and for more detailed views click on designated Functional Area or click on individual Commitment Item GL.



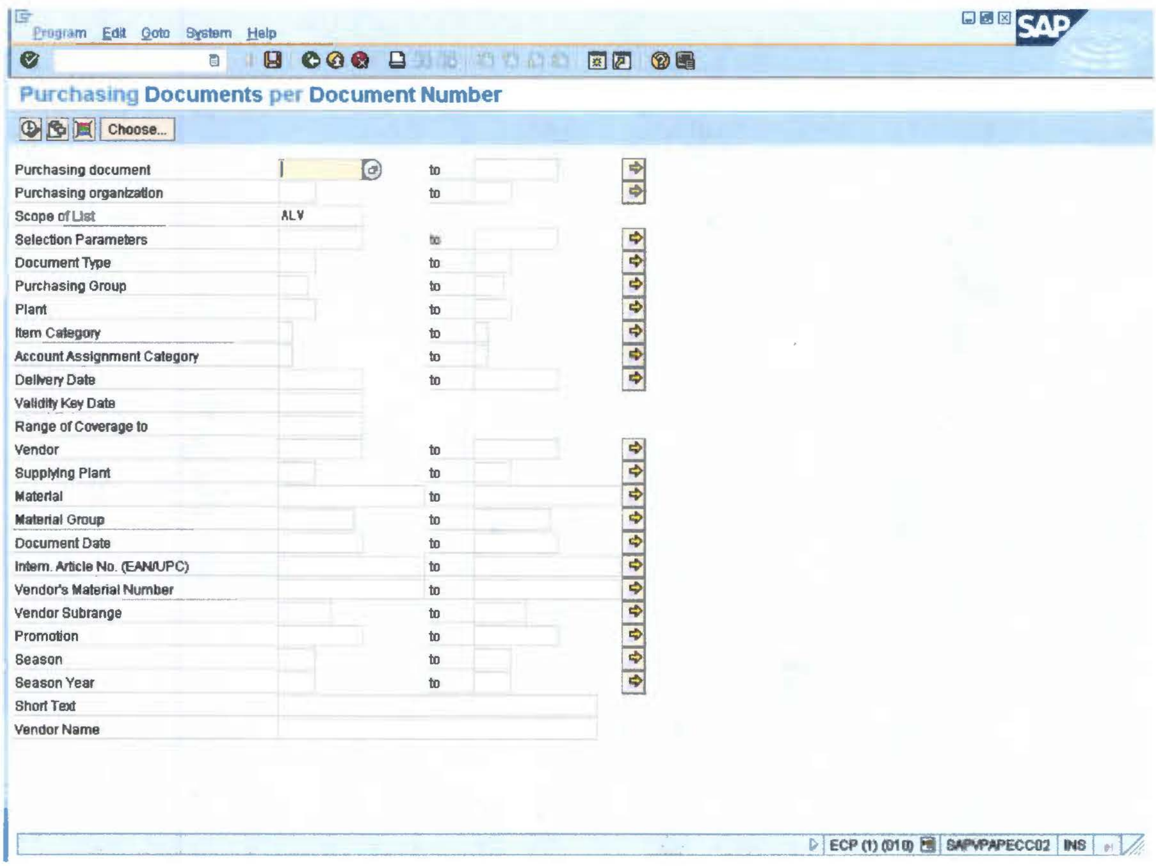
Here is an example:

How much Budget is available in the Law Enf SC Cadet Academy – P240_0040 Functional Area? $1000.00.

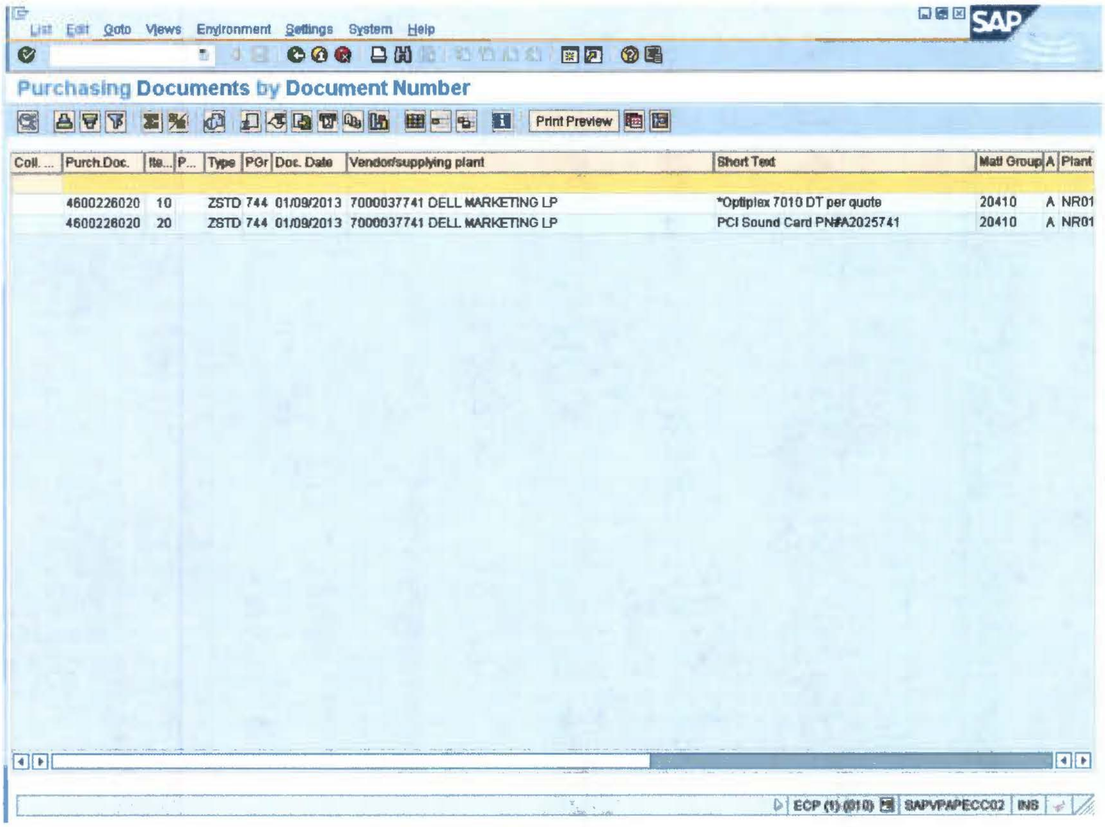
ME2N – Purchase Order by PO Number – This transaction is used to look up and display Purchase orders listed by Purchase Order Number. It is a really good tool to use if you need to review prior ordering data and view current status of Purchase orders through the system.

Enter the system using Citrix and proceed to the Production SAP Logon;

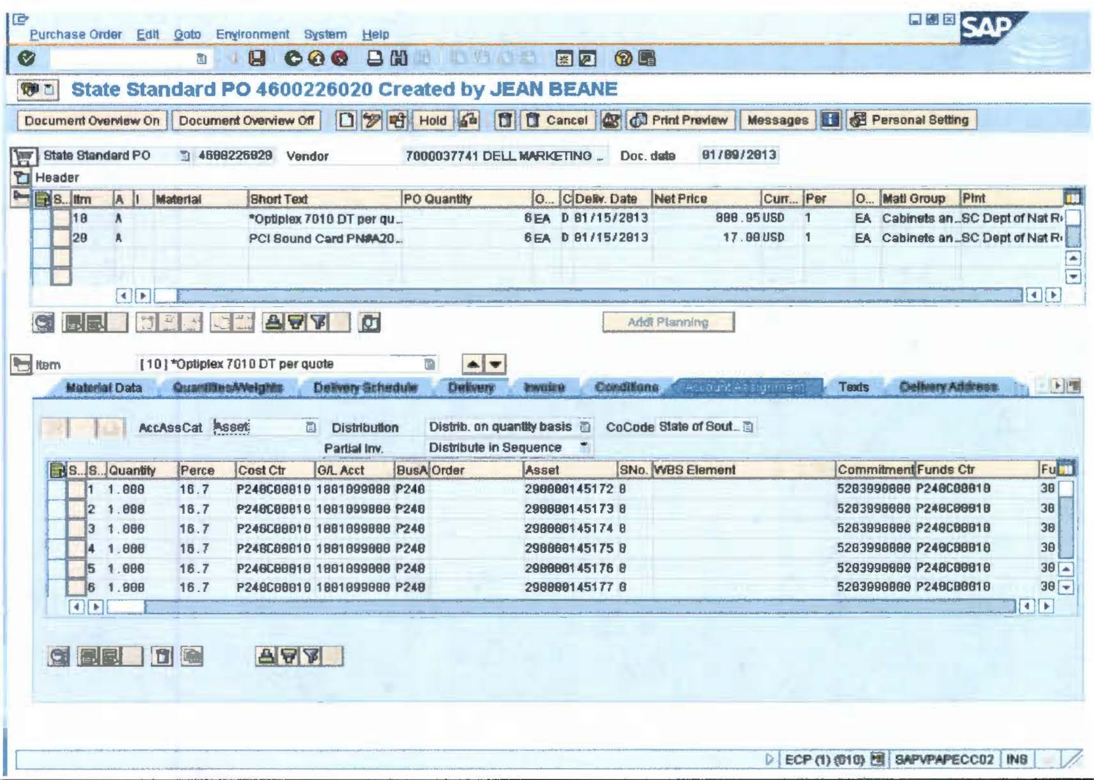
- Double click on the Prod-ECC Production System icon;
- Once you reach the SAP Easy Access Main page click into the white bar and enter the Transaction Verb: ME2N. Click the enter button and you will see the screen below;



Once you have reached this screen, enter the Purchasing Document number: (46….). When this is complete click on the execute button and another screen will appear with the overview of the Purchase Order you requested. See Below.



When this screen appears, click on said Purchase Order number and yet another screen will display.

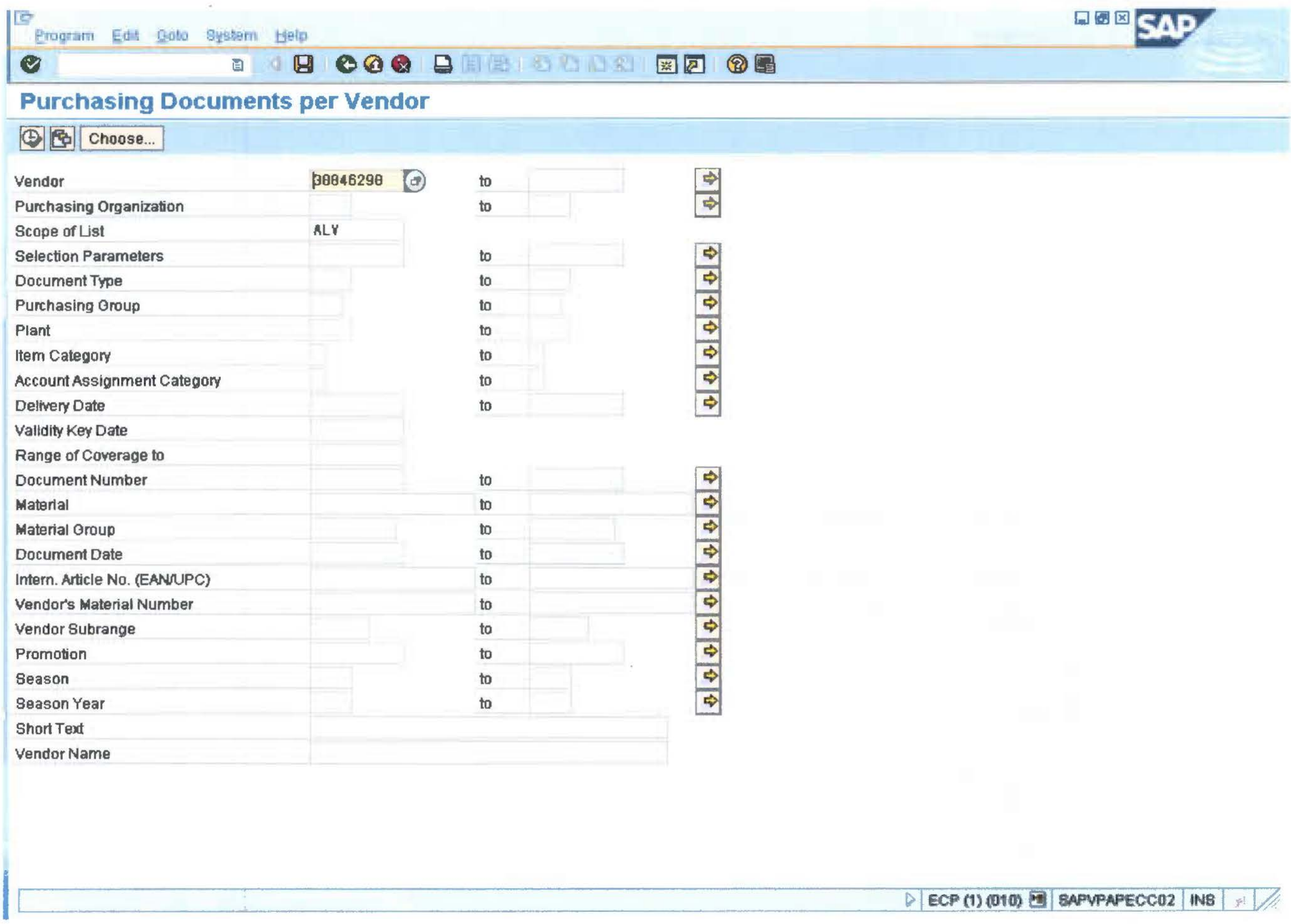


<u> This screen displays all information of the PO. Account status, Delivery, Payment & Assignee.</u>**

ME2L – **Purchase Report Processing** –Purchase Orders by Vendor - This transaction is used to look up and display Purchase orders by Vendor Number. This action is really beneficial if you are looking for historical data about vendor use and past ordering history. It is also helpful to track how often and how much money we spend at any given time with a particular vendor.

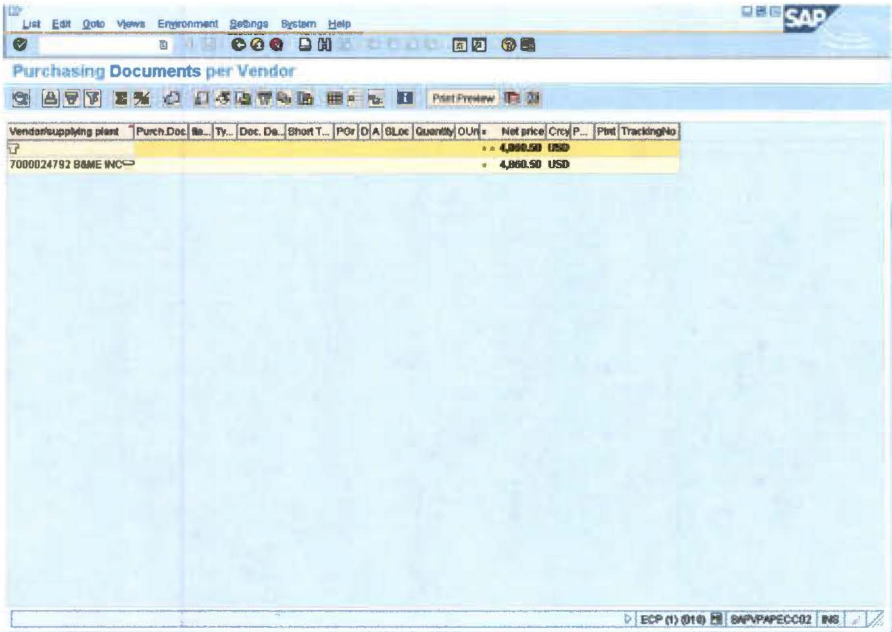
Enter the system using Citrix and proceed to the Production SAP Logon;

- Double click on the Prod-ECC Production System icon;
- Once you reach the SAP Easy Access Main page click into the white bar and enter the Transaction Verb: **ME2L**. Click the enter button and you will see the screen below;



Vendor numbers always begin with either a (300.....) internal vendor or a (700....) external vendor number. Enter the vendor number and hit the execute button.

- Once the transaction is complete the following screen will be displayed. This screen shows the overview of the ALL Purchase Orders by the requested Vendor.

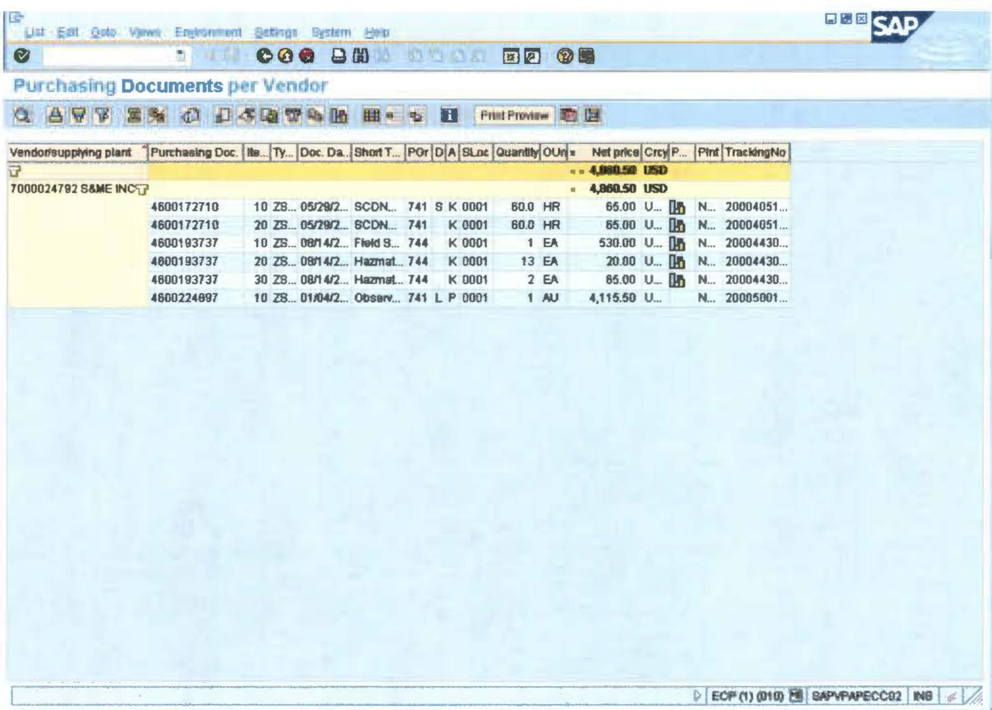


In order to view all purchase orders you will need to click on the drill down icon that resembles a white funnel.

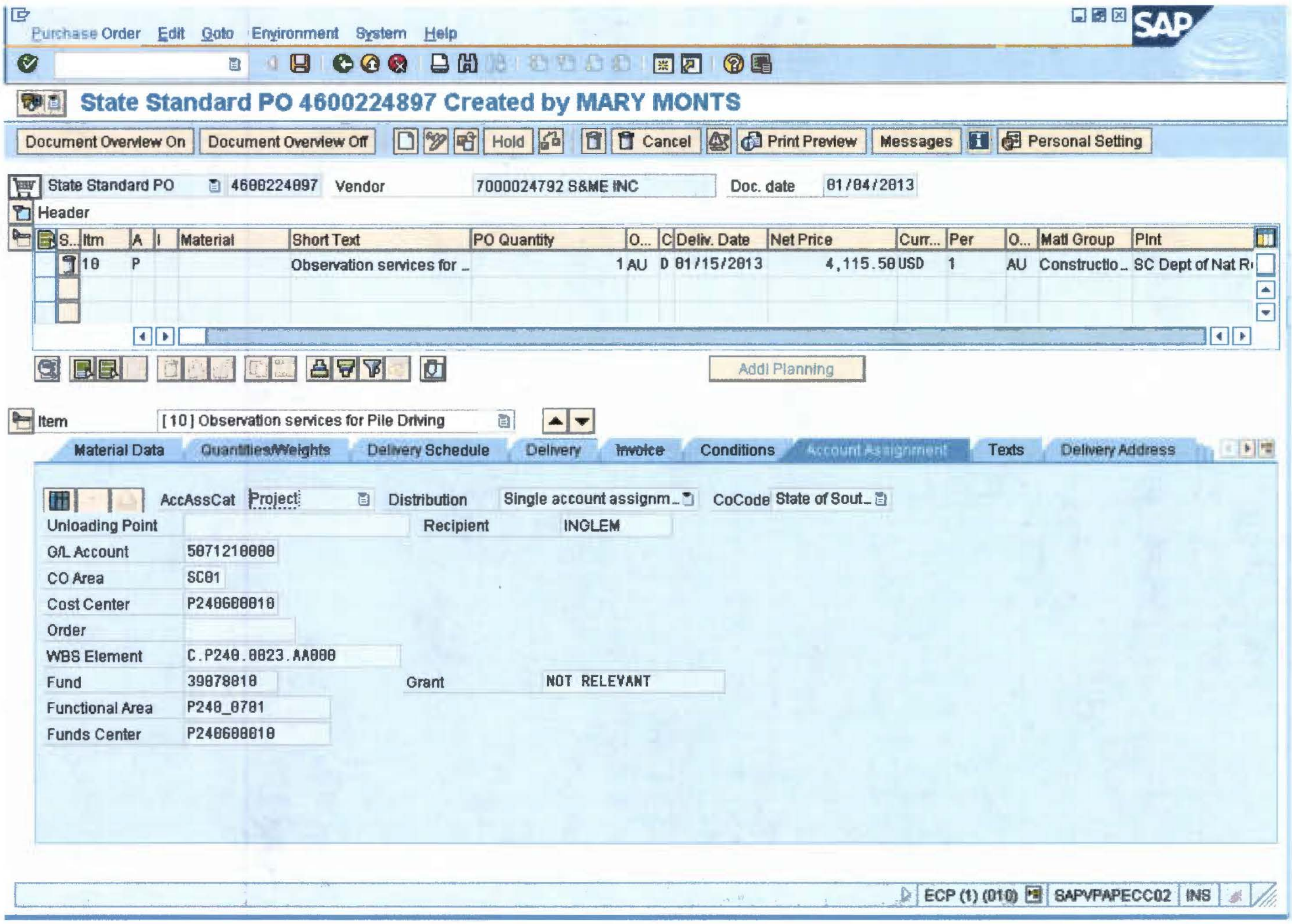
-

Here is the detailed screen of all purchase orders for the requested vendor.

Select on the specific purchase order you want to view and it will display.



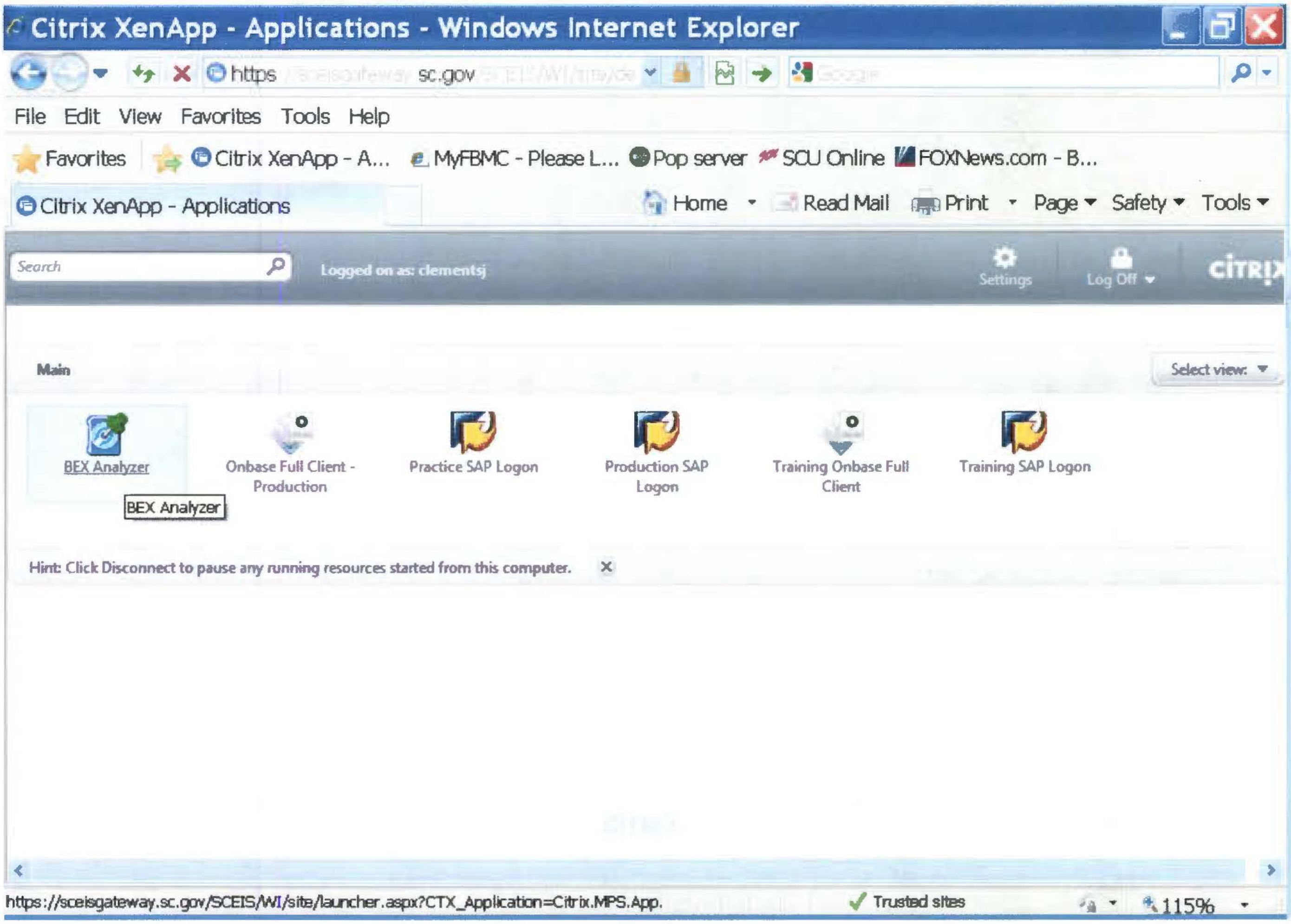
-

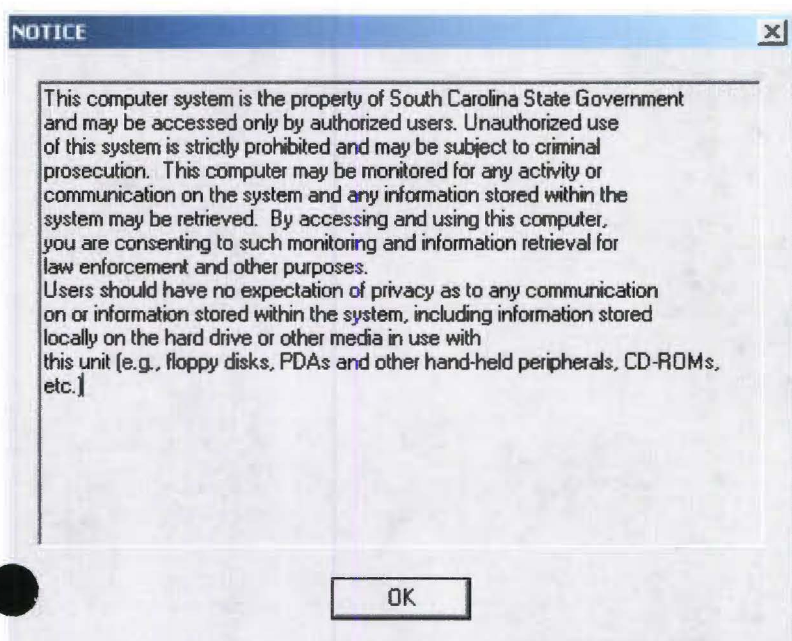


BEX – Display Open Purchase Orders – This function is different that all others in the manual. This function is in another Citrix Application on the Main page. The application BEX is the reporting module of the SCEIS system. You can access and pull many different kinds of information from this function. We will focus our sights on the Display Purchase Order task.

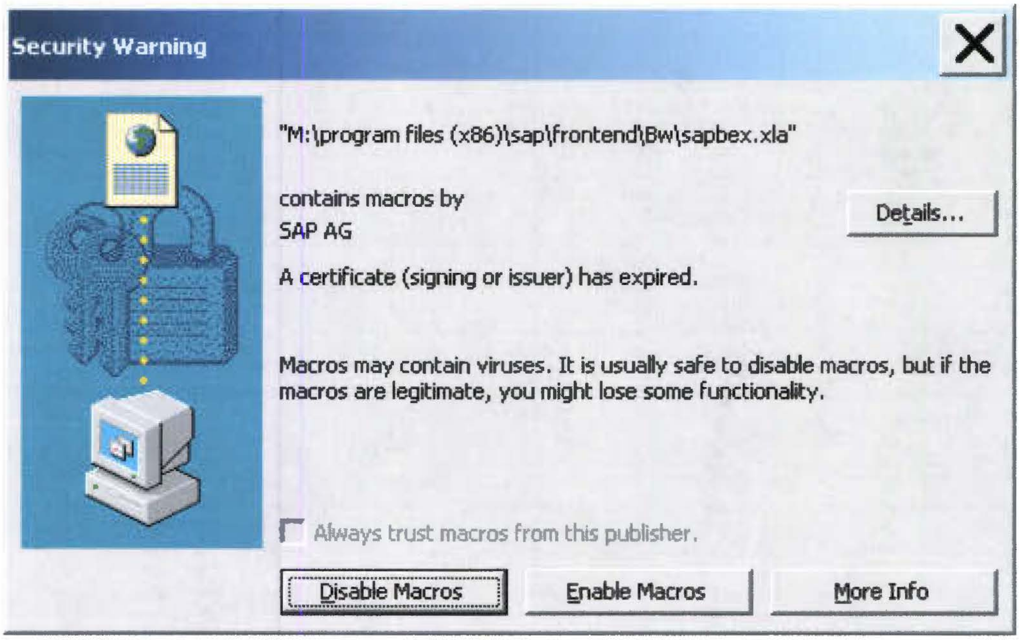
Enter the system using Citrix and proceed to the Production SAP Logon;

- Double click on the BEX Analyzer icon;



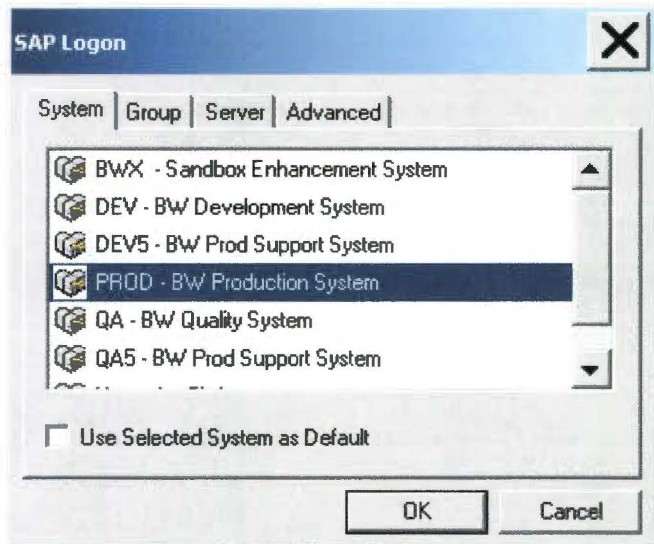


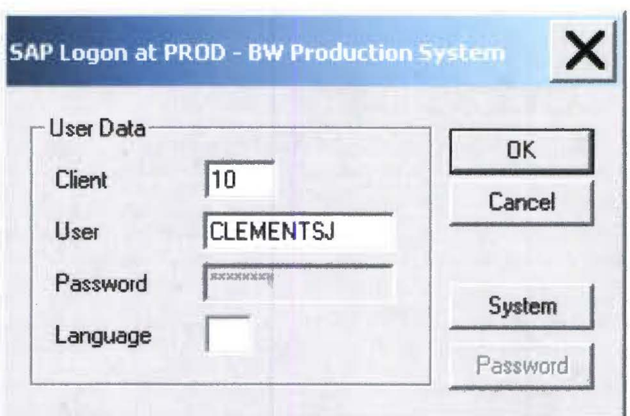
Once you double click on the Production SAP Logon, another smaller screen will appear. It is requesting an OK click. This prompt is a warning about using the State of South Carolina computers and prosecution if misused. **Click Okay.**



Then you will be directed to a Security warning screen. Click on the Enable Macros button.

You will then enter the search screen. It is set up as an old version of Excel. Click on the open folder and choose Queries from the drop down menu. You will then move to a SAP Logon Screen. Select the PROD – BW Production System click OK.



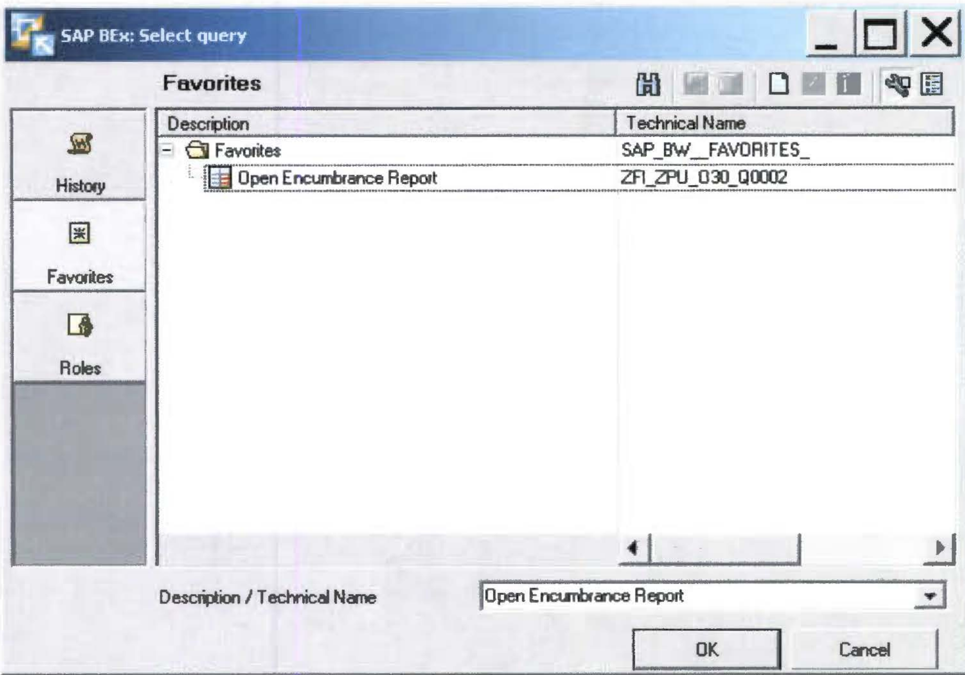


Another screen will appear and ask for correct user data. You should enter Client #10, your specific Username and password. **CLICK OK.**

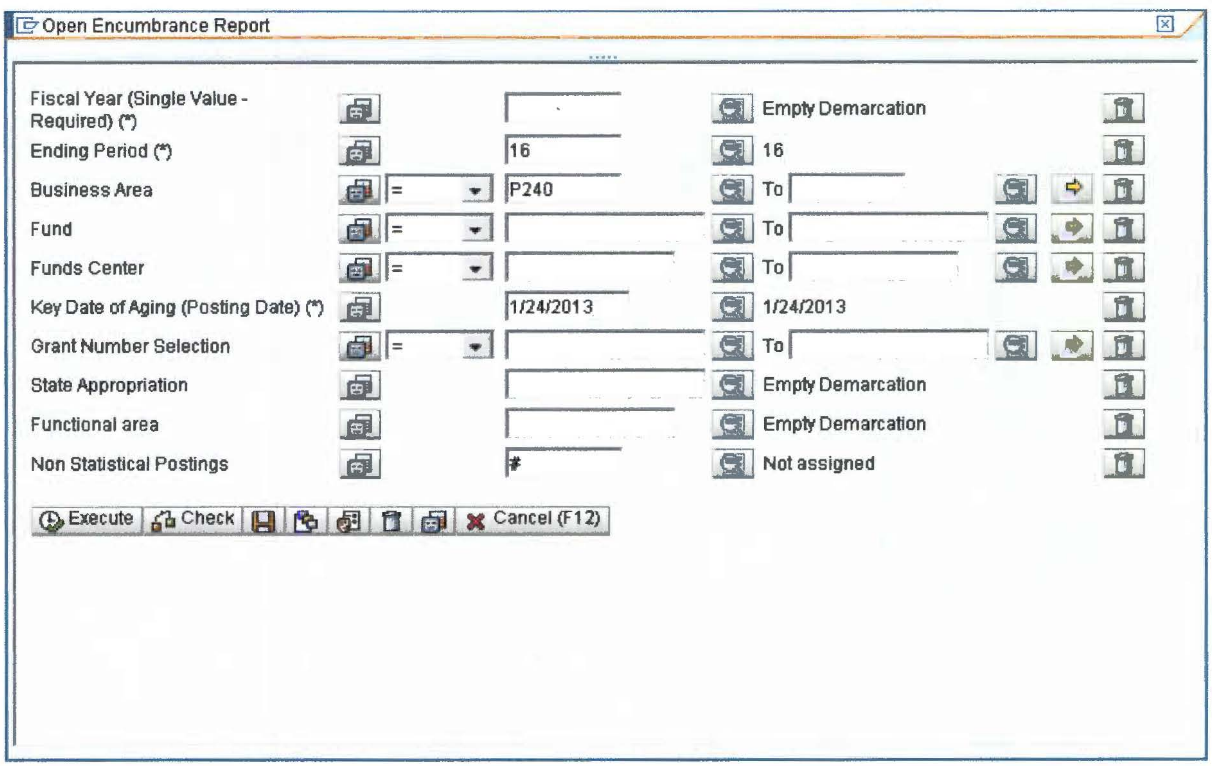
Once you set this up you will never have to do again.

The next step is selecting the report.

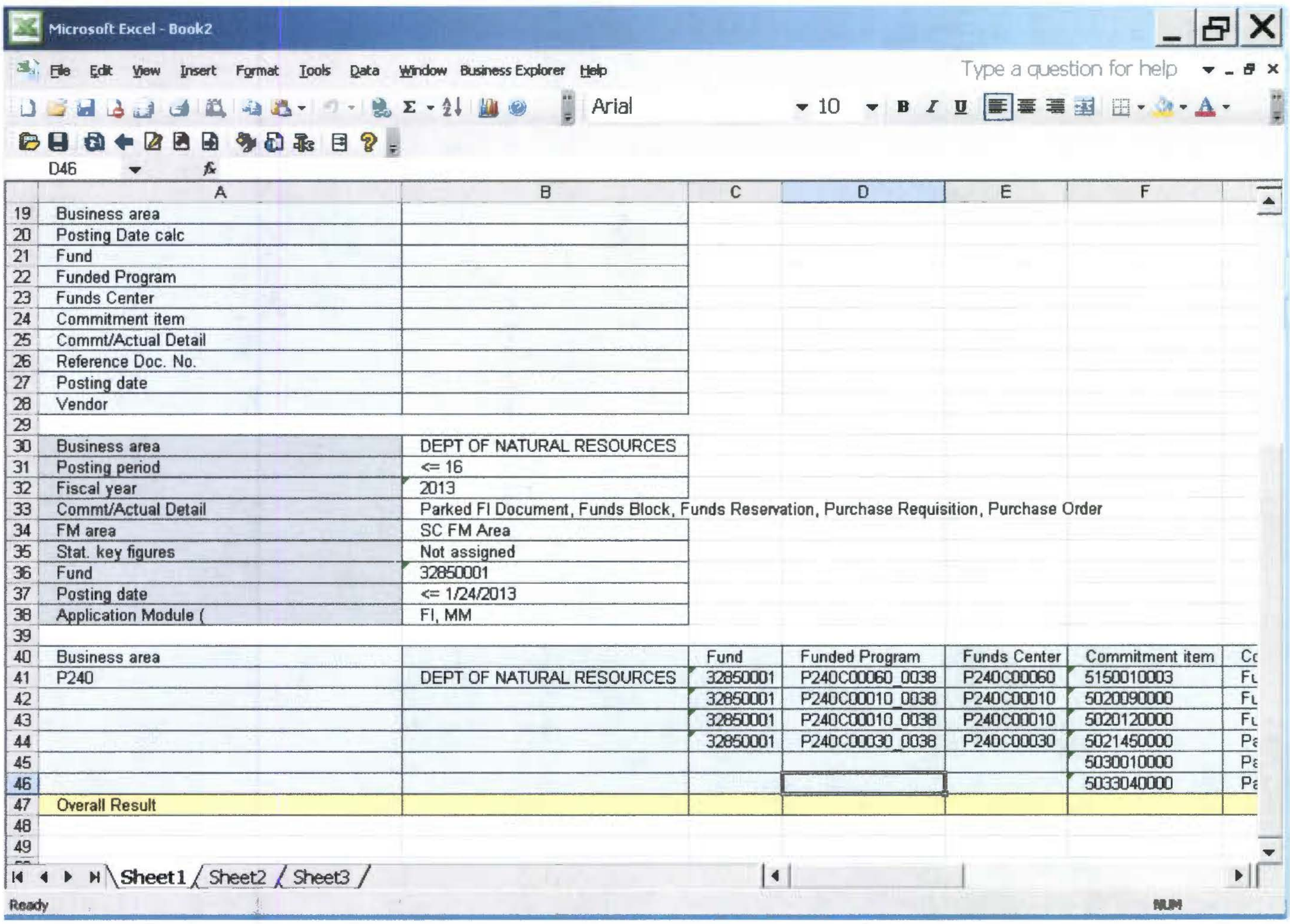
When the SAP BEX: Select Query comes up you will need to enter the following to be able to access the Open Purchase Order Report: **ZFI_ZPU_O30_Q0002.** Once the verb is entered click and select.



The search Screen looks like this:



You must fill in Fiscal Year as well as the search information. For example: I want to see how many Purchase orders I have outstanding for a specific fund, 32850001. I enter the number in the fund field and hit the execute button. The report runs and this is the display of the finding. This is in Excel format and can be manipulated as such.



	A	B	C	D	E	F	
19	Business area						
20	Posting Date calc						
21	Fund						
22	Funded Program						
23	Funds Center						
24	Commitment item						
25	Commt/Actual Detail						
26	Reference Doc. No.						
27	Posting date						
28	Vendor						
29							
30	Business area	DEPT OF NATURAL RESOURCES					
31	Posting period	<= 16					
32	Fiscal year	2013					
33	Commt/Actual Detail	Parked FI Document, Funds Block, Funds Reservation, Purchase Requisition, Purchase Order					
34	FM area	SC FM Area					
35	Stat. key figures	Not assigned					
36	Fund	32850001					
37	Posting date	<= 1/24/2013					
38	Application Module (	FI, MM					
39							
40	Business area		Fund	Funded Program	Funds Center	Commitment item	Cc
41	P240	DEPT OF NATURAL RESOURCES	32850001	P240C00060_0038	P240C00060	5150010003	Fu
42			32850001	P240C00010_0038	P240C00010	5020090000	Fu
43			32850001	P240C00010_0038	P240C00010	5020120000	Fu
44			32850001	P240C00030_0038	P240C00030	5021450000	Pa
45						5030010000	Pa
46						5033040000	Pa
47	Overall Result						
48							
49							

This report is really valuable to the regional staff to be aware of what they have outstanding as well as how much of their budget is tied up with purchase encumbrances.

Conclusion

I hope that this manual will serve as a reference and staring point in the SCEIS system to all users. I have tried diligently to make this instruction booklet as easy and understandable as possible. The system itself is a beast that will take time and practice to fully appreciate. Please feel free to contact me with any questions or concerns with either the material in the booklet or the use of the system.

Thanks,

Jessica Clements
Business Manager
SC Dept. Of Natural Resources
Law Enforcement Division
Work: 803-734-4019
Fax: 803-734-7381

1. What did you like most about the SCEIS System ECC access training?

2. What changes would most improve the presentation of the information at the SCEIS ECC training?

3. What do you like most about the new SCEIS system?

4. What did you learn that will be the most benefical using the system, in your day to day operations?

5. How likely will you be to use the new access in the SCEIS system?

- Extremely likely
- Very likely
- Moderately likely
- Slightly likely
- Not at all likely

6. If you are not likely to use your new access, why not?

- Do not need this
- Do not want to learn to use it
- Satisfied with what is currently available
- Cannot understand/comprehend
- Not willing to learn

Other (please specify)

7. What would make you more likely to use this new system?

8. Was the individual instruction of this new system helpful and useful?

- Extremely important
- Very important
- Moderately important
- Slightly important
- Not at all important

9. Overall, are you satisfied with your experience using the new system, neither satisfied or dissatisfied with it, or dissatisfied with it?

- Extremely satisfied
- Moderately satisfied
- Slightly satisfied
- Neither satisfied nor dissatisfied
- Slightly dissatisfied
- Moderately dissatisfied
- Extremely dissatisfied

10. How likely would you be to recommend the training session and the new system itself it to other users?

- Extremely likely
- Very likely
- Moderately likely
- Slightly likely
- Not at all likely

Submit response >>